COST ACCOUNTANT

1. Reports To:

Controller

1. Primary Function:

To assist with the analysis of job revenues and costs in order to enhance timeliness and accuracy of financial reporting.

1. Job Duties:
   1. Daily Duties:
      1. Generate daily report of asphalt production quantities
      2. Review asphalt timesheets including labor hours, equipment hours, and production quantities along with foreman daily logs and generate daily cost reports for management
      3. Reviewing contract billings as submitted from the division offices and processing the billings through accounts receivable on a daily basis
   2. Monthly Duties:
      1. Assist with monthly asphalt billings
         1. Review NCDOT estimates
         2. Enter DBE/MBE/WBE payments into reporting website
         3. Input change orders into system to account for work that has been added or removed
      2. Update estimated cost to complete after monthly job cost meetings have occurred
   3. Miscellaneous Duties:
      1. Review jobs to make sure all project close out procedures have occurred prior to removing a job from the work in process schedule
      2. Contribute to improving, automating, or streamlining job costing, accounting and reporting procedures
      3. Participate in and contribute to the cost-to-complete process and related reporting pertaining to job costing requirements
      4. Monthly reconciliation of miles per gallon for each over-the-road piece of equipment in the company fleet, reviewing the data for accuracy and reporting errors in data entry to management
      5. Act as a liaison between IT, Accounting, and field operations to facilitate integration of HCSS data with eCMS
      6. Any other duties as necessary to assist the Controller, the CFO, or the President
2. Education

Accounting or Finance Degree required

1. Work Experience
   1. Some job cost experience preferred
   2. Proficient in Microsoft Office, advanced Excel skills preferred
   3. Experience with eCMS and HCSS a plus
   4. Knowledge of construction
2. Physical Demand / Activities
   1. Light physical effort required including pulling and lifting or moving light weight material with occasional lifting or moving materials or equipment (over 5 and up to 25 pounds).
   2. Position is normally in an office environment
   3. May require infrequent work around any or all of the following: noise, dust, heat, cold, oil and heavy equipment
   4. Personal protective equipment may be required
3. Required Skills
   1. Detailed oriented and reliable
   2. Ability to work independently and within a team with emphasis on accuracy and timeliness
   3. Strong problem solving, documentation, research and resolution, and data analysis skills
   4. Service oriented with the ability to interact with others in a professional manner
   5. Ability to communicate effectively verbally and in writing