

Parkway Electric & Communications LLC

Job Description

Job Cost Accountant

Classification Non-exempt
Reports to Accounting Manager
Date March 2025

JOB DESCRIPTION

Summary/Objective

This position is responsible for setting up jobs and customers, processing job cost information, compiling billing information, processing billings and credits as needed for our customers. Along with advising the project managers on the profitability of their jobs. You will work directly with the Project Managers on their jobs.

Essential Functions

1. Compile and analyze financial information to prepare job billings
2. Audit Contracts, orders and all job costs to substantiate individual transactions prior to billing
3. Job Cost
 - o Set-up new jobs, review timecards, process PO's, process inventory pulls, review costs, bill jobs
4. Maintain internal jobs, which includes but not limited to, set-up, track costs and billings
5. Establish and maintain contacts with customers regarding collection of invoices

Secondary Duties:

1. Back-up for other Job Cost Accountants while they are out of the office
2. Other tasks as assigned

Competencies

1. Use of PC, Spectrum software or other window-based accounting software, Excel, Word, Microsoft Outlook
2. Excellent communication skills
3. Attention to detail
4. Teamwork
5. Analytical

Supervisory Responsibility

None.

Work Environment: This work is principally in the office.

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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This is largely a sedentary role, which requires attention to detail, meeting deadlines, filing and organizational skills.

Position Type/Expected Hours of Work

This is a full-time position. Will routinely work 40 or more hours per week.

Travel

Travel is not required.

Preferred Education and Experience

1. 4 year's related experience or training depending upon education.
2. Bachelor's degree in accounting or higher.

Additional Eligibility Qualifications

Sales & Use tax or construction industry classes

EEO Statement

Parkway is an EEO Employer.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Revised 03/10/2025

Description prepared by Jennifer Breymeyer

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