



Building Excellence

Project Accountant

Miron Construction Co., Inc.,

Positions Available In: Neenah WI, Green Bay WI, Madison WI and Cedar Rapids, Iowa

DEPARTMENT: Project Management

JOB STATUS: Full Time

FLSA STATUS: Non-exempt

REPORTS TO: Team Project Accountant

POSITIONS SUPERVISED: None

TRAVEL REQUIRED: Minimal

WORK SCHEDULE: Day Shift

SUCCESS:

*At the heart of Miron Construction Co., Inc., is our ability to cultivate and maintain long term relationships with our clients. The keys to Miron's **success** in this arena include:*

- *Making a personal connection with the client, based on their drivers and goals*
- *Having a clear understanding of client expectations, and consistently attempting to exceed them*
- *Producing a quality, long lasting product*
- *Elevating the people we work with and creating a team atmosphere*
- *Making a fair profit in an ethical manner*

*Detailed below are Miron's expectations of the Project Accountant role and how this position contributes to Miron's **success**.*

POSITION SUMMARY: This position is responsible for various accounting functions in support of construction projects. The project accountant will be responsible for the potential change item process, owner pay applications, sub-tier verification, forecasting, and confirming labor rates.

ESSENTIAL FUNCTIONS:

Project Start Up

- New project setup
 - Review the new job worksheet
 - Understand project structure
 - Create the contract in CMiC
- Confirm fully executed Owner contract and Guaranteed Maximum Price (GMP) against data in CMiC (e.g. contract value, substantial completion date, markups)
- Coordinate with subcontractors for Affirmative Action Plan or Exemption form
- Obtain and review the subcontractor reimbursable labor rate worksheets
- Request/review subcontractor schedule values breakdown & sub-tier subcontractors and suppliers
- Create Owner Schedule of Values (SOV)
- Create Potential Change Item (PCI) and contingency/allowance logs
- Establish budgets and cost codes in CMiC from Estimating

Construction

Potential Change Items (PCI)

- Accountable for the entire PCI process
- Send out Request for Quote to Subcontractor / Supplier
- Ensure quotes submitted by subcontractors and suppliers have detailed pricing and accurate markups
- Manage PCI process including creation & distribution of change order requests
- Confirm if Miron will have any schedule or equipment impact on each PCI
- Ownership of the PCI log and timeliness of PCI submission
- Coordinate with the Owner & Architect throughout project regarding PCIs
- Create, update, and monitor the Contingency Log

Change Orders

- Create Change Order in CMiC
- Obtain signatures from Owner, Architect, and Miron Chief Executive Officer or Chief Operating Officer

- Process costs associated with the change order and distribute change orders to subcontractors and suppliers

Pay Applications

- Process Accounts Payable workflow
- Create, process, and submit monthly Owner pay application
- Accountable to track and work with the project team to ensure monthly owner pay applications are posted timely, including sub jobs
- Prepare quote billings for work performed outside of the contract

Sub-tier Verification

- Request sub-tier listings from subcontractors and suppliers
- Manage Miron and sub-tier lien waiver process

Forecasting

- Analyze Labor Productivity Report (LPR) for data anomalies
- Execute forecasts in CMiC
- Process LPR and distribute to project team for review

Closeout

- Verify subcontractors/suppliers have "final billed" their contract
- Reconcile project contract value
- Release retainage to subcontractors
- Closeout pending PCIs and sub jobs
- Verify and log substantial & final completion certificates

ESSENTIAL ABILITIES (must obtain within 1 year of employment):

- Understand the difference of cost and revenue budgets and how cost budgets impact contract values, while revenue budgets impact pay applications
- Able to determine when to use each type of PCI, what each PCI impacts, and why
- Understand the difference between job number, control job number, and contract number
- Understand how deductive PCIs/Subcontract Change Orders (SCOs) impact subcontractor and supplier pay applications and owner pay applications
- Understand the relationship between a sub job and a PCI
- Able to create the contract in CMiC in accordance with the guaranteed maximum price (GMP)
- Able to balance Miron Internal Subcontract values with self-perform budgets

POSITION QUALIFICATIONS:

- Detail oriented and ability to work with great accuracy
- Diverse understanding of construction project accounting
- Careful and deliberate with due dates and deadlines
- Able to work with a variety of people in a fast-paced, team-oriented environment

- Able to communicate with tact and diplomacy, both orally and in writing, using proper spelling, grammar, and punctuation
- Able to learn fast and adapt quickly
- Able to monitor several smaller projects at once and at times with minimal supervision
- Demonstrated ability to work effectively in a diverse workforce
- Time management skills, able to prioritize daily workload while planning ahead for larger projects

SKILLS AND ABILITIES:

- Proficient in the use of the Microsoft Office Suite, as well as Miron's Accounting software package and other construction-specific software products.

PHYSICAL DEMANDS:

See below

WORK ENVIRONMENT:

Primarily an office environment, with periodic visits to manufacturing sites or other construction related sites.

NOTE:

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and / or assign tasks for the employee to perform as the Company may deem appropriate.

I have carefully read the contents of this job description. I understand the responsibilities, requirements and duties expected of me.

Employee Signature

Date

Executive Committee Member Signature

Date

Miron Construction Company, Inc. is an Equal Opportunity Employer

ADA PHYSICAL DEMANDS DOCUMENTATION CHECK OFF LIST

**Documenting Physical Demands in a job description ensures ADA compliance.
This form should be maintained in your Department file.**

PHYSICAL DEMANDS:

Be sure to specify significant Physical Demands in the job requirements section of the job description. Be certain that lifting weights, physical activities and/or strength, mobility and agility required to perform the job effectively are included when it is important to perform an essential duty. Clarify how much on-the-job time is spent on the physical activities such as standing, walking, sitting, using hand to finger, handle, or feel; reaching with hands and arms; climbing or balancing; stooping, kneeling, crouching or crawling; talking or hearing; and tasting or smelling. Use the chart below to develop your description of physical demands.

How much on-the-job time is spent on the following physical activities? Show the time by checking the appropriate boxes.

	Amount of Time			
	None	Under 1/3	to 2/3	Over 2/3
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

i.e., Position requires standing 1/3 of the time.

Does this job require that weight be lifted, or force be exerted? If so, how much and how often? Check the appropriate boxes.

	Amount of Time			
	None	Under 1/3	to 2/3	Over 2/3
Up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

i.e., Position requires lifting 1/3 of the time up to 10 pounds.

Does this job have any special vision requirements? Check all that apply.

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

Specify below the essential job duties that require the physical demands indicated above.

Office environment that requires extensive computer work.

Any special physical demands should be clearly communicated to any applicants applying for this position and all employees occupying this position.