



Building Excellence

Project Accountant Intern

Miron Construction Co., Inc., - Neenah Office

DEPARTMENT:	Accounting
JOB STATUS:	Full Time
FLSA STATUS:	Non-exempt
REPORTS TO:	Project Financial Controls Manager
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 Accounting Intern's role and how this position contributes to Miron's **success**.*

POSITION SUMMARY: The Project Accountant Intern will provide support to both the Civil and Self Performed groups. This individual would provide a tremendous amount of value to the project teams in assisting them with completing daily Accounting functions, while helping to increase productivity. The intern will gain valuable Accounting knowledge, while developing and refining essential skills needed to succeed. This will also give Miron the opportunity to assess the intern's competency and effectiveness for potential full-time recruitment in Accounting roles within the organization

ESSENTIAL FUNCTIONS:

Subcontract/PO's

- Provide the necessary follow up in obtaining the SOVs and subtier forms
- Assist in issuing SCOs in DocuSign
- Entering Subcontractor/supplier SOVs and posting contract after PA review and approval
- Entering subtier information on the subtier payment tracking log
- Assist in pricing requests and provide necessary follow up until pricing is received

Forecasting

- Execute forecasts in CMiC
- Generate Labor productivity reports and email to corresponding team members

Imaging

- Imaging lien waivers
- Imaging owner pay applications

Sub Jobs

- Opening of simple sub jobs for project team

PCIs

- Opening of simple PCIs for project teams

Phase Codes

- Opening of phase codes when needed

Reporting

- Run AR aging report and follow up with the owner in regards to payment
- Run non-compliance report
- Assign workflows, updating dates
- Contacting overdue and/or coming due subcontractors

Closeout

- Assist in verification of subcontracts/suppliers

Other Projects

- Assigning COVID location IDs and entering into CMiC
- PCI Process Strategic Planning Assistance – Updating PCI status in CMiC prior to deleting

POSITION QUALIFICATIONS:

- Excellent data entry skills and attention to detail
- Strong communication, organizational and analytical skills
- Understanding of construction or service-related industry and accountant best practices

SKILLS AND ABILITIES:***Computer skills:***

- Proficient with the Microsoft Office Suite
- Able to understand and operate within Miron's Accounting software package

PHYSICAL DEMANDS:

See below

WORK ENVIRONMENT:

Primarily an office environment.

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 Affirmative Action 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 reading of construction plans and documents.

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