

CAREER OPPORTUNITY

POSITION Job Cost Analyst

People: Our Strength, Our Future

A career at Black & McDonald will grant you the opportunity to contribute to our culture of continuous improvement, help reinforce our values and shape our contribution to community, and drive our continued success. Our vision is to be the best company to work for; the best company for safety, quality and value; the best company for customer service; and the best company for technical expertise.

Position Summary

Black & McDonald Limited is actively seeking Job Cost Analysts to support the Southern Ontario Region's Accounting and Finance Team. The Job Cost Coordinator's primary areas of responsibility will consist of ongoing performance and monitoring of job cost and billing functions in support of regional business activities.

Duties & Responsibilities

Job Cost

- Prepare and maintain project budgets, analyze budget variances and prepare estimates of costs to complete
- Use JDE to set up job, add cost codes, log, enter, and review change orders, record booked sales, and review/update job forecast
- Monitor labour cost
- Prepare salary recovery worksheets and other cost transfer forms
- Run and review productivity report
- Prepare detail variance analysis and identify trends
- Flag any potential risks and concerns
- Provide job cost information for month end, quarter end and year end close
- Run profit recognition report
- Participate in month-end WIP reviews

Billing

- Understand billing and revenue language in the contract
- Ensure the project set up/structure supports the billing requirements, billing line set up as required
- Generate accurate and timely draft billing for customer approval, post approved invoices, and collect overdue invoices
- Elevate payment issues related to performance
- Reconcile monthly billed/unbilled vs. revenue activity, and investigate/resolve unexplained reconciling items
- Send invoices to client
- Monitor job for holdback release timelines and required documents for release

Reporting and Documentation

- Provide ad-hoc financial analysis and reports for management as requested
- Complete form 1000 at job set up

Competency Requirements

- Excellent communication skills – both verbal and written
- Ability to learn and adapt to change
- Holds self and others accountable
- Ability to work independently and in a team environment
- Values and respects internal and external stakeholders
- Ability to problem solve
- Customer focus

Education & Skill Requirements

- Post secondary education in accounting/finance
- Proven experience with budgetary preparation and maintenance
- Advanced user of MS Office (Excel, Word, Outlook) and JDE
- Excellent time management skills
- Strong organizational skills

Please apply online at <https://erecruiting.blackandmcdonald.com:443/Pages/20171013676.aspx>. If this is an internal candidate, please advise your supervisor prior to applying.

For a complete listing of all available Black & McDonald career opportunities visit <http://www.blackandmcdonald.com/>.