



seeks a Billing/Job Cost Specialist  
(Salary Range: \$45,000 to \$50,000) Full Time or Part Time

Responsibilities:

- Prepare AIA payment requisitions for projects that require schedule of values and supporting schedules
- Set up requisitions in Excel or Timberline
- Submit requisitions to client through mail, email or Textura
- Prepare billing support documents and distribute to client
- Follow-up with client for approved percentages, revise requisitions accordingly, and track approved and pending change orders
- Assist with maintaining job cost data and preparing project review worksheets
- Preparing various job cost analysis and reports

Skills/Qualifications:

- Well Organized, detailed oriented, time sensitive and a team player
- Familiarity with full construction revenue cycle and/construction accounting
- Experience with construction accounting systems, Timberline a plus
- Proficient with Microsoft Office

Benefits:

- Full Medical, Dental and Vision
- 401k with company contribution
- Paid vacation days

**Walt Zeller, CPA, CGMA, MS**

**Controller**

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