

## Credit Specialist

The Credit Specialist is responsible for the accounting and administrative support for various construction projects, from project startup through final closeout. Credit Specialist is responsible for the overall project accounting including, but not limited to, the processing of subcontractor and general conditions invoices, lien waiver tracking, and the preparation of monthly pay applications. The Credit Specialist will also be responsible for the month-end close process. This is an excellent opportunity for someone looking to learn and grow with an organization. The Credit Specialist position is accountable for monitoring the progress of projects, investigating variances, and ensuring that project billings are issued to customers and payments collected. We are NOT looking to train anyone at this time, we are looking to hire someone with experience and knowledge. You WILL be tested and questioned upon interview.

### ESSENTIAL JOB FUNCTIONS

- Responsible for ensuring job billings and other project reports are accurate and in agreement with the general ledger at all times.
- Responsible for the preparation of customer draws on a monthly basis, including but not limited to, facilitating execution of monthly project pay applications, aggregating underlying invoice support, lien waiver tracking and collections.
- Responsible for processing subcontractor monthly pay requisitions and ensuring all supporting documentation are correct, including following up with subcontractors to obtain any missing documents to ensure subcontractors are paid timely.
- Responsible for accounting duties related to the month-end close and reporting process and account reconciliations, as appropriate.
- Ability to effectively communicate accounting and project-related matters with Project/General Managers.
- Maintain a positive relationship with all staff to ensure excellent inside customer service
- Work with Salesman/Director of Credit and Collections to approve the write off of any project-related billings that cannot be billed to or collected from customers

### JOB REQUIREMENTS

**Education :** Associate's or Bachelor's degree in Accounting, Business or related field strongly preferred.

**Experience :** 2 years minimum in billing experience required. Previous experience in the construction industry strongly preferred.

### Knowledge, Skills and Abilities Required:

- Ability to demonstrate proficiency in basic accounting principles (i.e. debits, credits, etc.) including application within the context of construction operations.
- Demonstrated high level of skill in both verbal and written communication
- Ability to work independently.
- Ability to accurately work under pressure in meeting deadlines.
- Must have excellent organizational skills.
- Proficient knowledge of the computer, including Microsoft Word and Excel and accounting software applications, required.
- Understand how to Bill/invoice per contracts, scope of work, and Time and Material also known as T & M Billing.
- Ability to work effectively with all levels of employees while inspiring respect and credibility
- Maintain a positive relationship with all staff to ensure excellent inside customer service
- Ability to accurately perform multiple tasks in a complex and fast-paced operating environment
- Must be proactive, flexible, responsible and resourceful
- Proficiency with American Contractor a Plus

### Salary & Benefits:

Salary is based on experience. Health insurance, dental, and life are offered after 60 days of employment. We offer paid holidays, sick and vacation time to our full time employees.

If you think you would be a good fit for this position please send your resume.

### Job Type: Full-time

Cell-Crete Corp is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

Please Email your Resume in a Word Format to: [destrada@cell-crete.com](mailto:destrada@cell-crete.com)

Put the job position as Subject line.