Tonn and Blank Construction
Job Description
Accounts Receivable Coordinator
Michigan City, IN Office

Classification: Exempt Full Time
Supervisor: Controller

Overview

The purpose of this standard procedure is to define the job description of the Accounts Receivable Coordinator through the outline of his/her duties, authorities, and responsibilities.

The goal of the Accounts Receivable Coordinator position is to proactively assist in meeting our contractual obligations in relation to billing, management of accounts receivable, review and follow up for customer change orders, active engagement in risk management, and facilitation in the prompt payment of subcontractors.

Understanding of generally accepted accounting principles and attention to detail are key to the success of the position. Strong mathematical and organizational skills are required. Experience within the construction industry or manufacturing setting would enhance the candidate's qualifications. Recommendations for improvement in processes and/or efficiencies are strongly encouraged.

Tonn and Blank Construction will maintain an open-door policy and require a teamwork approach and sharing of responsibilities. Any candidate should be able to adapt and co-exist within this mindset and environment.

Tonn and Blank Construction is an Equal Opportunity / Affirmative Action Employer.

Experience/Education/Requirements

- Bachelor's degree from an accredited institution in Accounting is preferred
- 3+ years of accounting experience
- Experience in construction accounting preferred
- Indiana Notary preferred
- Successful drug, alcohol, MVR, and background checks
- Willingness to accept responsibility to acquire specialized training

Skills and Personal Attributes:

Skills required:

- Sage (Timberline) experience is preferred
- Knowledge of general construction industry
- Thorough knowledge of accounting principles
- By example, sets a standard of professional competence
- Excellent time-management and the ability to prioritize tasks
- Excellent verbal and written communication skills

Job Description Detail

Accounts Receivable

- Prepare Affiliated job billings including supplemental cost code division support.
- Prepare Non-Affiliated job billings including related cost support and waivers of lien for non-AIA contractual projects
- Review TimberScan and proactively work with AP for invoice processing and posting as well as Project Manager Approval.
- Coordinate with Payroll for labor reports on bill rate jobs.
- Regularly assemble invoice support detail (invoices, trailing waivers, etc.) during the month for preparation of billings.
- Assure the timeliness of billings in accordance with company directed objectives.
- Apply cash deposits daily and follow up on any discrepancies in receipt.
- Remit Affiliated invoice report to Corporate on last business day of month – Staff Accountant to review.
- Confirm burden postings – review prior month and prepare schedule for Controller review.
- Generate AR Statements – pass to Staff Accountant for review.

Project Accounting

- Confirm Affiliated purchase orders within 24 hours of receipt.
- Review of job set ups in Sage (Timberline) including the establishment of the job, contract terms, billing dates, invoice format, invoice support and taxability.
- NP-1 on file for each tax-exempt job.
- Review and process job closures timely.

Subcontractor Insurance

- Serve as back up for MyCOI insurance coordination with Staff Accountant

Miscellaneous

- Other tasks as assigned