

**1.0 REQUIREMENTS:**

- Education: Require a High School Graduate or GED.
- Experience: Minimum three years of business accounting experience in the construction industry is required. Prefer experience with a General Contractor.
- Skills: Must have a good mathematical aptitude, good written and verbal communication skills and the ability to work with computer spreadsheets, word processing and accounting software. Must be detail oriented, highly organized and able to multi-task frequently.
- Physical: Requires sitting, standing, reaching, use of hands and arms. Requires the ability to communicate, in person and on the telephone. Able to see near and far, corrected if necessary.
- Licenses: Must have valid Driver's License and have access to a vehicle.
- Mental: Requires specific attention to detail and accuracy; must be able to read and write English and communicate effectively with management, suppliers and field personnel.

**2.0 TASKS and DUTIES OF JOB**

- 2.1 Assist Vice President of Finance and Administration with various tasks. [Daily]
- 2.2 Sort Mail. [Daily]
- 2.3 Enter General Conditions Payables for all ongoing projects. [Daily]
- 2.4 Handle phone inquiries concerning payables other than subcontractors. [Daily]
- 2.5 Handle phone inquiries concerning changes orders. [Daily]
- 2.6 Answer phones as needed. [Daily]
- 2.7 Send change orders and requests for change orders to owners. [Weekly]
- 2.8 Enter Change order approvals and distribute to Subcontractors. [Weekly]
- 2.9 Prepare and process checks per direction of the VP of Finance. [Weekly]
- 2.10 Prepare draws for customers (owners) [Monthly]
- 2.11 Reconcile Subcontractor accounting. [Monthly]
- 2.12 Solicit subcontractor billing [As Required]
- 2.13 Log Outstanding Change Order Invoices and distribute to appropriate Project Manager. [As Required]
- 2.14 Prepare spreadsheet reconciling outstanding subcontractor invoices. [As Required]
- 2.15 Meet with Project Managers and Superintendents to finalize accounting reconciliation at project completion. [As Required]
- 2.16 Send out final billing requests and reconcile for final draw. [As Required]
- 2.17 Make bank deposits and run various errands. [As Required]
- 2.18 Responsible for any other tasks of duties that may be assigned from time-to-time by the Vice President of Finance of Trapani Construction.

**TOTAL SCORE THIS SECTION (180 points possible)**

**3.0 GENERAL JOB CRITERIA**

- 3.1 **Planning and Time Utilities**

- 3.1.1 Completes projects and assignments on schedule.
- 3.1.2 Consistently demonstrates ability to establish and manage multiple priorities
- 3.1.3 Takes on additional assignments when requested.
- 3.2 Initiative**
- 3.2.1 Works with little outside direction required.
- 3.2.2 Recognizes and performs tasks that need to be completed although not directly assigned assists others as needed.
- 3.3 Attendance and Reliability**
- 3.3.1 Arrives to work on time, works a full day.
- 3.3.2 Does not abuse personal time off – neither sick days or paid time off.
- 3.4 Judgement and Decision-making**
- 3.4.1 Demonstrates good judgment in seeing a problem, investigating it, and formulating well thought out and practical solutions.
- 3.4.2 Respects the confidentiality of Customer and Company information.
- 3.5 Relationships with Others**
- 3.5.1 Maintains co-operative working relationship with all employees.
- 3.5.2 Demonstrates ability to tactfully handle difficult situations with the customers, their staff, and Trapani Construction Company employees.

**TOTAL SCORE THIS SECTION (110 points possible)**

**TOTAL SCORE FOR EVALUATION**

**TOTAL POSSIBLE SCORE**

**SCORE AS A PERCENT**

I have reviewed, have read, reviewed, and understand the contents of the above Job Duties and Task List. I believe it to be accurate and complete at this time. I also agree that management retains the right to change the duties of this position at any time.

Employee

Vice President Finance

Date

Date

**EVALUATION REPORT**

Consideration has been given in establishing an evaluation system that reflects the development of evaluating task performance on a line item basis. This is where specific performance highlights or concerns can best be located and addressed, and where future performance can be benchmarked and tracked against prior performance.

**Areas for Growth and Recommended Plan of Action:**

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**Areas of Concern and Required Plan of Action**

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**Accomplishments during the last Period of Review**

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**Specific Difficulties during this Period of Review**

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**Employee Comments**

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Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President: \_\_\_\_\_ Date \_\_\_\_\_