



1.0 DUTIES AND RESPONSIBILITIES

The Project Cost Controller will be responsible for overseeing and managing the financial aspects of multiple projects within the organization. Primary focus will be on monitoring project budgets, tracking expenses, analyzing financial data, invoicing, and providing accurate and timely reports to project stakeholders.

Specific responsibilities may include:

- Monitor project budgets, ensuring adherence to financial plans and cost control measures.
- Track project expenses and provide regular updates to project managers and stakeholders.
- Review all project related invoices against the associated purchase order to ensure accuracy.
- Analyze financial data, identify trends, and provide insightful recommendations to optimize project performance.
- Prepare accurate and timely financial reports, including project cost forecasts, variance analyses, and profitability assessments.
- Review internal timesheets for accuracy and process timesheet data into Company's accounting system.
- Collaborate with project teams to develop and maintain project financial plans and forecasts.
- Ensure project costs are properly allocated and accurately recorded.
- Support project managers in contract management.
- Participate in project meetings to provide financial insights and guidance to the project team.
- Ensure compliance with internal financial policies and procedures, as well as relevant regulatory requirements.
- Prepare draft invoices for review by Project Managers and Operational Management.
- Prepare approved final invoices and submit payment either manually or electronically as directed by the customer.
- Reconcile supplier purchases and inventory issuances against daily reports on consumables and third-party equipment and services.
- Assist accounting with gross margin analysis of jobs, revenue accruals, month end closings and cash flow.
- Support and participate in the organization's Continual Improvement Program to conform to ISO 9001, ISO 14001, and ISO 45001 requirements by complying with the HSEQ Policy and procedures and meeting HSEQ objectives.
- Other duties as assigned.

2.0 REQUIREMENTS

2.1 EDUCATION AND TRAINING

- Bachelor's degree in accounting, finance, business administration, or a related field.

2.2 EXPERIENCE

- At least two (2) years' experience in project accounting or financial analysis, preferably in the construction industry.



- Experience working in an ISO 9001, ISO 14001, and/or ISO 45001 environment a plus.
- Advanced proficiency in spreadsheet software (e.g., Microsoft Excel) and financial management systems.
- Solid understanding of project contracts, cost allocation, and financial risk management.
- Familiarity with industry-specific project management software and tools is a plus.

2.3 KNOWLEDGE AND SKILLS

- Strong knowledge of project management methodologies and financial principles.
- Strong understanding of prevailing wage laws, regulations, and reporting requirements.
- Proficient in financial analysis, forecasting, and budgeting techniques.
- Excellent analytical skills with the ability to interpret complex financial data.
- Exceptional attention to detail and ability to prioritize tasks in a fast-paced environment.
- Excellent communication and interpersonal skills to effectively collaborate with cross-functional teams.
- Strong problem-solving skills and ability to make sound decisions.
- High ethical standards and integrity when handling sensitive wage data.

3.0 PHYSICAL AND SAFETY REQUIREMENTS

- Reasonable accommodation is made to enable individuals with disabilities to perform essential job functions.
- Sitting, bending, standing, walking, 8-10 hours per day.
- Able to lift 25 lbs.
- Must comply with any safety or PPE requirements.

4.0 OTHERS

- Attention to detail.
- Produces error-free work.
- Deadline-oriented.
- Makes sure that customers' requests come first.
- Self-starter who thinks of innovative, faster ways to accomplish tasks.
- Works with minimal supervision.
- Flexible and able to adapt to our dynamic environment.



5.0 ACKNOWLEDGEMENT OF RESPONSIBILITIES

I have read and understand the duties outlined in this job description.

Employee's Signature

Supervisor's Signature

Employee's Printed Name

Supervisor's Printed Name

Date Signed

Date Signed