



Job Cost Analyst

Welty Building Company Ltd., an established and growing commercial construction company, is seeking to fill a key position. Welty, headquartered in Northeast Ohio with more than 70 years of building experience throughout the Midwest and Atlantic, is seeking a financial assistant.

Essential Duties and Responsibilities

- Set-up new jobs in Sage (job cost module), including the set-up of the costs codes based on the job cost estimate provided by Project Teams
- Ensure the proper approval by the project manager for all project costs and by business group leaders for non-project costs in Timberscan via the final review process
- Reconcile and generate forecaster report
- Analyze the forecaster report and advise the Controller via monthly report (by project) on items of note (for example, reconciling subcontractor change orders to funding sources, identifying discrepancies between original estimate by line item compared to actual job cost to date)
- Update subcontractor committed costs in Sage based on subcontractor agreements and change orders (Prolog and/or Procore)
- Track subcontractor waivers for proper inclusion in order to be funded by owner on the next draw
- Update accounting system for notice of furnishing filed by lower tier suppliers for proper inclusion on the subcontractor's affidavit and release of contractor

Minimum Qualifications

- Intermediate Excel skills
- Excellent verbal, written and interpersonal communication skills
- Excellent prioritization and organizational skills
- Ability to manage many projects and hit deadlines
- Ability to critically think through and analyze data
- Ability to work independently and with a team in a fast-paced and high volume environment with emphasis on accuracy and timeliness.
- Must be able to follow written or oral instructions
- Associates degree in accounting or related field or applicable work experience
- 3+ year experience
- Previous experience in Sage and Timberscan a plus

Welty offers competitive compensation and benefits package.

Interested candidates can send their resumes in confidence to careers@thinkwelty.com

Welty Building Company Ltd. is an equal opportunity employer.