

## AR-PAYROLL ADMINISTRATOR

We are a mechanical contractor company in Stockton, CA. We are looking for a detailed, organized, office administrator with bookkeeping experience. Our hours are Monday – Friday, 7:30 am – 4:30 pm with an hour lunch.

\*\*Construction office and union payroll experience helpful.

Responsibilities include but are not limited to:

- AR and progressive billing
- Payroll, payroll taxes
- Lien releases
- Basic clerical tasks

Email resume to:

[payroll@comfortairinc.com](mailto:payroll@comfortairinc.com) by Friday, May 19, 2023.



## AR-Payroll Administrator

Responsibilities include but are not limit to:

- Progressive billing
  - Small and large jobs
  - Attends monthly meetings with project staff
  - Verifies percentage complete for progressive monthly billings
  - Enters percentage into schedules of values
  - Processes invoices on AIA forms
  - Emails invoices
  - Emails waivers
  - Uploads invoices on various online programs for multiple generals (Textura, Procore, Ebuilder, Autodesk, GC Pay)
  - Kaiser invoices
    - Verifies percentage to invoice on their system
- Select Billing
  - Processes invoices from EWA's
  - Sends to appropriate department at SJMC
- Job costing
  - Closing out completed jobs in system (RC)
  - Cost breakdown on small manilla envelope for each completed job
- AR
  - Emailing or calling generals inquiring about payment
- Payroll
  - Weekly and semi-monthly payroll
  - Payroll taxes
  - Union payroll experience a plus