1989 Aspen Circle Pueblo, Co 81006
Phone: 719-564-2467 Fax:719-404-0632
info@corsentinoconstruction.com
www.corsentinoconstruction.com

Accounting Administrator/ HR

Classification: Nonexempt

Reports to: Company Owner

JOB DESCRIPTION

Summary/Objective

The Construction Accounting Administrator is responsible for managing financial transactions, accounting records, and reporting specific to construction projects. This role involves overseeing accounts payable and receivable, budgeting, and financial reporting, ensuring accuracy and compliance with industry standards and company policies. The Construction HR Manager is responsible for overseeing all human resources functions within the construction environment, including recruitment, employee relations, compliance, training, and performance management. This role ensures that the workforce is effectively managed, compliant with labor laws, and aligned with the company's strategic goals.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Financial record keeping
- Accounts payable/ receivable
- Budget monitoring
- Cost tracking
- Billing and invoicing
- Financial reporting
- Compliance
- Document and record management
- Coordinate with project managers
- Software management
- Work with Questco for onboarding programs to integrate new employees smoothly into the company.
- Ensure that all new hires complete necessary paperwork, safety training, and company orientation.
- Address employee concerns and conflicts in a timely and professional manner.
- Foster a positive work environment by promoting open communication and resolving issues effectively.

- Provide support and guidance to employees and management on HR policies, procedures, and best practices.
- Maintain accurate and up-to-date records related to employee status, training, and compliance.
- Implement performance management systems, including setting objectives, conducting evaluations, and providing feedback.
- Support managers in addressing performance issues and developing employee improvement plans.
- Administer employee compensation and benefits programs, including salary, insurance, and retirement plans.
- Ensure that compensation practices are competitive and compliant with company policies and regulations.
- Manage HR-related documentation, including employee records, contracts, and policy manuals.
- Oversee payroll processing and ensure accurate and timely payment of wages.
- Prepare and analyze HR metrics and reports to support strategic decision-making

Competencies

1. Computer literate. Proficient with Microsoft Office.
2. Ethical Conduct
3. Time Management
4. Thoroughness
5. Flexibility
6. Proficient Verbal and Written Communication
7. Customer Service
8. Problem Solving/Analysis
9. Results Driven
10. Proficient with varies Office Equipment.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This position operates in a professional office environment, uses standard office equipment such as computers, adding machine, multi-line phones, photocopiers, fax machines and filing cabinets.

Physical Demands

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinet drawers and bend or stand as necessary.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m., 40 hours per week.

Travel

Some travel may be required.

Requirements and Experience

- Experience in computer applications.
- Proven organizational and leadership skills.
- Problem-solving abilities.
- Strong communication skills; thorough and attentive to details; able to prioritize and multitask; proactive and deadline-oriented.
- Very good knowledge of English (spoken and written)
- Excellent communication, interpersonal, and conflict resolution skills.
- Proficiency in Microsoft Office Suite and HR management software.
- Strong organizational and time-management abilities.
- Ability to work effectively in a fast-paced, dynamic environment.
- Proven experience in accounting or finance, preferably within the construction industry. Familiarity with construction accounting principles and practices is highly desirable.
- strong knowledge of accounting principles and practices.
- Proficiency in accounting software (e.g., QuickBooks, Sage) and Microsoft Office Suite.
- Excellent organizational and analytical skills.
- Attention to detail and accuracy in financial reporting.
- Strong communication skills and ability to work collaboratively with various stakeholders

Additional Eligibility/Requirements

Must possess and maintain a valid Colorado driver's license.

AAP/EEO Statement

Corsentino Construction is an Equal Opportunity Employer. It is our policy to recruit, hire, promote, assign, discharge and provide any terms and conditions of employment without regard to race, color, sex, religion, national origin, age, disability, marital status, sexual orientation, veteran status, or any other protected characteristics. We treat all employees in a nondiscriminatory manner with respect to compensation, advancement, opportunity, and other matters. All employment decisions are based on merit, qualifications, and competence.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

This job description has been approved by management:

Owner: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee_____ Date_____