



HAMMOND PROJECT BILLING CLERK

In business for over 47 years, Hammond Construction is a construction management and general contracting company headquartered in Canton, Ohio. We are one of the largest professional management and contracting companies in Northeast Ohio, building multi-million dollar facilities for our clients. Hammond has built a solid reputation on our traditional values and work ethics, such as honoring commitments, being firmly committed to customer satisfaction, and being fiscally responsible. We are currently searching for a Billing Clerk to join our team of construction professionals.

RESPONSIBILITIES: The Billing Clerk is a mid-level professional capable of fulfilling the project accounting and billing requirements of multiple mid-sized projects or a singular large project, including day-to-day interface with project management, client and contractor personnel.

- Ensure proper set up of project financials; ensure budget accurately reflects proper billing requirements and funding sources
- Prepare monthly billings and assist with pay applications
- Perform day to day financial transactions including verifying, classifying, computing, posting and recording project cost data
- Match purchase orders to invoices and enter invoices into project cost reporting database categorizing those costs according to budgeted line items and funding sources
- Validate month end records to ensure client's financial data is prepared completely and processed accurately and timely.
- Develop and maintain positive professional relationships both internally & externally

Qualification requirements

- High School Diploma or GED; Associates Degree or equivalent from a two year college or technical school preferred
- 1-3 years' experience with Billing/Accounts Receivable
- Knowledge of general accounting principles, regulatory standards, and compliance requirements
- Construction accounting experience a plus
- General math skills
- CMiC and OAKS CI experience a plus
- High degree of accuracy, attention to detail and confidentiality
- Excellent data entry skills
- Effective verbal, listening and written communication skills
- Effective organizational, stress and time management skills
- Demonstrates a sense of urgency and ability to meet deadlines
- Ability to work independently or as a team member

Please submit resumes to www.hammondconstruction.com/careers/