

Job Description

Construction and Modernization Billing



Posting: JP240407	Location: Kitchener Office
Supervisor: CFO	Hours: 8:00 a.m. to 4:30 p.m.

Description

This position is part of the Finance Team and is responsible for Construction and Modernization Billing and follow up. The position works closely with Account Representative, Sales, and Field Operations.

Responsibilities

- Represent Delta’s core values of **Integrity, Service and Quality** in relationships with both internal staff members and external customers and suppliers.
- Follow Delta Elevator policies and procedures, Employee Manual, and Health & Safety Manual guidelines.
- Protect the confidentiality of customer, employee, technical, process and financial data.
- Work with project managers and coordinators to ensure billings are complete, accurate and timely:
 - Enter new job information and creation and maintenance of files.
 - Responsible for monthly project billing through close out including: calculating substantial completion and full completion, Billing holdback, preparing appropriate CCDC forms for publication, and preparing close out documents
 - Ensuring compliance with customer billing requirements
 - Follow- up monthly to ensure payments are timely
 - Working with Sales and Coordinators to ensure contract requirements are clearly defined and communicated
- Update the Competitive Intelligence Log as relevant information is uncovered.
- Other duties as assigned.

Authority

- Prevent the use of unsafe, non-conforming or environmentally damaging product.

Qualifications	Skills
<ul style="list-style-type: none"> • Minimum high school diploma • Preferred college diploma in business administration or accounting disciplines • Minimum three (3) years general office experience 	<ul style="list-style-type: none"> • Fluent English - verbal and written • Professional communication • Proficiency with MS Office applications • Ability to work independently • Excellent customer service skills • Ability to maintain confidentiality • Ability to work as a team player