

# **AMES CONSTRUCTION, INC.**

## **REGIONAL BUSINESS MANAGER**

### **Tasks and responsibilities:**

#### **I. Controls Cash Flow for Region**

- Collects accounts receivable for Region
- Records and submits all contract billings for Region
- Monitors all “lien” releases
- Monitors all subcontract payments and major material suppliers payments
- Provides construction receipt schedule to Regional Manager on a monthly basis, and totals monthly billings

#### **II. Project Status:**

- Weekly margin report and tracking
- Analysis of contract amounts, billings, costs, cost at completion, and projected margins
- Monthly meeting Regional Management Personnel regarding project margin & project as well as accounts receivable, and retention/escrow
- Regional forecast summary and Work in progress review

#### **III. Supervises / Controls paper and electronic flow of Region’s documents – to and from all field offices and to Corporate Office**

- Contract documents
- Subcontract documents
- Imaging system
- Maintain contract files
- Employee Files

#### **IV. Finance**

- Manual checks
- Handles petty cash
- Monitors all expense accounts and credit cards

#### **V. Payroll**

- Oversee all aspects of payroll related to Region prior to sending to Corporate Office

#### **VI. Leads and directs office staff in office and field offices**

- Controls hours worked
- Monitors duties and tasks
- Maintains “POSITIVE ATTITUDE”!
- Handles “priorities”
- Annual Employee Evaluations / Reviews

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## **Specific Duties:**

### **Accounts Receivable:**

- Gather, process & track billings by 10<sup>th</sup> of month (Ames & JV's)
- Monitor aging report
- Bank Deposits
- Escrow requests to CFO based on billings
- Calculate JV split and ensure cash balance

### **Accounts Payable:**

- Gather invoices each month for 15<sup>th</sup> deadline
- Track late payables and insure deadlines are met
- Review Hold List weekly (Thursday AM)
- Special checks list to Corporate Office each Thursday PM
- Process subsistence checks weekly / monthly
- Pay utility bills, office supplies, hotels expense reports, and miscellaneous office related invoices
- Monitor and setup monthly rents with Corporate Office
- Communicate with Corporate Office regarding JV check run

### **Reports:**

- Margin report
- Quantity reports (Excel)
- Cost code details as requested
- Monthly cost report for engineer use on projections

### **Personnel:**

- Compile files on new employees and forward to appropriate location
- Collect or complete termination slips on terminated employees and forward to appropriate locations
- Report weekly hours for staff to Corporate Office
- Report semi-monthly allocation for salaried employees to Corporate Office
- Track sick/vacation time for staff
- Perform wage and performance review
- Track staff anniversaries
- Assign & oversee duties of staff
- Hold staff meetings (as needed)
- Ensure payroll is processed weekly in an accurate and timely manner

### **Computers:**

## **AMES CONSTRUCTION, INC.**

- Control inventory and passwords
- New Employee setups

### **Banking:**

- Track handwrite check activities in Quicken
- Control handwrite checks
- Monitor balance (request funds as needed)
- Control petty cash
- Make electronic deposits of checks received

### **New Jobs:**

- Assign job numbers and complete job setup sheet
- Work with engineers on cost code setup
- Office equipment
- Computers
- Phone service
- Staffing if needed

### **Miscellaneous:**

- Usage tracking and invoice coding
- Users
- Repair and accessories
- Monitor copier and fax inventory
- Act as the primary liaison between corporate and regional office

### **Reports to Regional President and Senior Accounting Manager & Controller**

**Education: Must have Accounting & or Business Admin Degree**

**Experience: Construction industry preferred but not required. Minimum 4-5 years supervisory experience**

Please forward resume to [azjobs@amesco.com](mailto:azjobs@amesco.com). Position will be based out of the Scottsdale office.