



Position Title:	Cost Controller	Reports to:	Director of Finance
Department/Group:	Shared Services	Position Type:	Full Time
Location:	Calgary, AB	Date Posted:	29-Dec-2014
Apply:	careers@conceptgroup.ca Fax (403) 287-8781 Be sure to include the position title in subject line of your email.		

About Concept

Concept is proud to be rated as one of the Top 50 Best Employers in Canada for 2010, 2011 and 2013-2015. We are a team of 600 trades and technology professionals dedicated to construction excellence. Concept offers competitive wages, a comprehensive benefits package and participation in a matching RRSP program. Join the Concept team!

Job Description

The Cost Controller uses financial, budget and accounting expertise to assist operations in evaluating project costs and provides support to ensure the project budget in Jonas accurately reflects the current and future performance of the project. This position records business activities and prepares periodic financial statements that keep management fully informed on project progress. In conjunction with the project team the Cost Controller plays a key role in ensuring that policies, procedures and standards are adhered to. The Cost Controller reports functionally to the Director of Finance and operationally to the General Manager.

Role and Responsibilities:

Project Start-up

The Cost Controller is responsible for accurate job set up;

- Assist in reviewing the estimate with the Project Manager to understand the scope of work.
- Ensure the following key documents are maintained in the project files prior to project start-up; approved estimate, job start-up meeting notes and a job execution plan.
- Responsible for reviewing the project estimate in the Jonas Project Management System.
- Responsible for reviewing contract for terms and conditions which include but is not limited to the following; billing deadlines, specific billing documentation, Statutory Declarations and Holdbacks.
- Identify and communicate internal or external subcontractor's requirements to Procurement and Safety.
- Represent finance and administrative team at project start up meeting.
- Ensure project administrators complete check list for job set up.
- Review cost codes allocated to the job.

Change Management

The Cost Controller is responsible for ensuring the Project Manager is following a process of identifying and documenting changes to the project scope;

- The Cost Controller is accountable for ensuring all budget revenue and expense changes are supported with approved documentation and maintained in the project files.
- The Cost Controller is responsible for ensuring the Project Administrators understand the process of entering a budget change in the Jonas Project Management System.

Project Billing

The Cost Controller is accountable for issuing accurate and complete project billings in accordance with the terms and conditions of the contract;

- The Cost Controller is responsible for training the project administrators on the process of entering a billing (CM, WO or Progress) into the Jonas Project Management Software.
- The Cost Controller is responsible for reviewing and approving all billings for completeness and

accuracy prior to the invoice being submitted to the customer. Ensuring invoice checklist is completed and accompanying documents are being submitted to the customer.

- The Cost Controller is responsible for (where possible) attending project kick-offs to identify customer invoice expectations and communicating to the team.
- The Cost Controller is accountable for communicating deadlines to the team.
- The Cost Controller is responsible for identifying areas of weaknesses in administrative billing capabilities and skills.
- The Cost Controller is responsible for the co-ordination of holdback billings.

Cost Control

The Cost Controller is responsible for reviewing the project and identify potential issues for the Project Manager;

- The Cost Controller is responsible for performing a detailed review of the project actual to budgeted costs and identified potential issues and communicating them to the Project Manager.
- The Cost Controller is responsible for assisting the Project Manager in resolving costing issues by processing cost adjustments.
- The Cost Controller is responsible for identifying process issues which is impacting the tracking of actual costs to budget, communicating and resolving the issues with the functional groups (e.g. – Procurement, Accounts Payable, and Payroll etc.)
- The Cost Controller is responsible for reviewing P/O status on a bi-weekly basis.
- The Cost Controller is responsible for assessing month to month costs and identifying inaccuracies or concerns.
- The Cost Controller is expected to correct misallocations by communicating with Project Managers and Accounts Payable.
- The Cost Controller is the designated financial Jonas Subject Matter Expert for project costing.

Schedule of Uncompleted Contracts

The Cost Controller is responsible for reviewing the monthly schedule of uncompleted contracts with the Project Manager to ensure they are complete and accurate;

- The Cost Controller is responsible for reviewing the schedule of uncompleted contracts to ensure the revised contract value and cost are complete and accurate.
- The Cost Controller is responsible for identifying potential issues in the percent complete, gross margin percentage, earned value and under/over billed and communicating those issues with the Project Manager.
- Responsible for 'housekeeping' of SOUC documents.

Cash Management

The Cost Controller is responsible for identifying, with the assistance of Accounts Receivable Coordinator, and communicating project cash flow issues to the Project Manager.

- The Cost Controller should be aware of high risk customers and communicate with Accounts Receivable and Project Managers throughout the project
- The Cost Controller is responsible for assisting in resolving collection issues.

Project Close Out

The Cost Controller is responsible for managing the close out of a project;

- Cost Controller responsible for ensuring job has not incurred any costs two months prior to close out.
- The Cost Controller is responsible for ensuring project billing is 100% complete prior to closing a project.
- The Cost Controller is responsible for communicating the substantial completion of a project and ensuring Holdbacks are billed in accordance with the terms and conditions of the contract.
- Cost Controller must identify and flag outstanding P/O's to PM and Procurement prior to the closure of a project.

Management

The Cost Controller is responsible for the functional development of the Project Administrators;

- The Cost Controller is responsible for managing the performance of the Project Administrators.
- The Cost Controller is responsible for mentoring Project Administrators under their supervision.
- The Cost Controller is responsible for identifying their potential successor.
- The Cost Controller is responsible for ensuring the Project Administrator is trained in utilizing the Jonas Project Management Software.
- Cost Controller is responsible for identifying and escalating any skill gaps or performance issues.
- Cost Controller is responsible for coordinating and chairing bi-weekly admin meetings.
- Cost Controller is responsible for encouraging team work and coordinating quarterly / half yearly team building activities.
- Cost Controller responsible for coordinating backup plans and facilitating sick leave.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge

- Minimum 5 years' experience in the construction industry.
- Completion of or working towards professional accounting designation.
- An expert understanding of the Jonas Project Management Software or a similar project management system.
- General understanding of provincial and federal taxation.
- Strong understanding of contract types (e.g. Time & Materials, Lump Sum, and Work Orders).
- General understanding of contract law and our rights as a lien holder.
- General Understanding of Project Management (e.g. - How a project is implemented from start to finish)

Skills

- Initiative in problem detection and resolution
- Excellent leadership and interpersonal skills
- Above average communication, technology (Excel), and analytical skills
- Advanced skills in Microsoft office (particularly Excel)
- Advanced analytical skills
- Above average numerical / accounting proficiencies
- Presentation / training skills

Abilities

- Proven analytical abilities with strong attention to detail
- Ability to develop and streamline processes
- Ability to interact with all levels of the organization
- Ability to prioritize and multi-task
- Be proactive in dealing effectively with issues within project management systems to ensure and influence project success.
- Ability to interact with customers and build relations where possible