



Contract Billings Administrator

Position Opened: 7/29/11

The Contracts Billing Administrator assists the Accounting and Contracts departments with projects administration. Candidates should have minimum of two years construction accounting and administrative experience and working knowledge of:

- Job Costs
- Project Budgets
- Certified Payroll
- Lien Releases
- Requesting and Tracking Change Orders
- Purchase Order Processing
- Billings and Reconciliations

Required Skills:

- 10-Key
- Excellent Communication and Organization Skills
- Must be able to work in a team environment

Desired Skills:

- Nice Touch
- Spectrum
- Heavy Job
- 10-Key

Please send resumes or application to: Human Resources
McGuire and Hester
9009 Railroad Avenue
Oakland, CA 94603

Or Fax: (510) 562-5210

Email: mh@mcguireandhester.com

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