



Korsmo Construction

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Job Opening for Subcontract Administrator

Job Title: Subcontract Administrator
Department: Finance and Administration
Reports to: Assistant Controller
FLSA Status: Non-exempt

Application: To apply for this position, please send your resume to HR@korsmo.com.

General Description: The subcontract administrator applies principles of project accounting to project subcontracts.

Essential Duties and Responsibilities: Serve as the company expert for LCPTracker, certified payroll (L&I compliance), B2GNow, TERO reporting, GCPay, certificates of insurance, intents to pay prevailing wages, and affidavits of wages paid. Provide support to the Assistant Controller and perform other duties as assigned.

LCPTracker

- Initiate new project setup
- Download all Journeyman and Apprentice wage rates from L&I and convert to a spreadsheet to transmit to LCPTracker
- Send any rates (state L&I and/or federal Davis-Bacon) to LCPTracker to add to the project
- Create new project in LCPTracker once wages are received and downloaded
- Assign Korsmo Construction and all main subcontractors

Certified Payroll Reports

- Maintain LCPTracker and approve all certified payroll and “No Work Performed” reports
- Save each certified payroll report to each subcontractor/subtier file folder
- Generate and distribute monthly apprentice/journeyman utilization reports for the owner

B2GNow

- Project-specific: set up subcontractors in B2GNow platform upon receiving a fully executed subcontract agreement

TERO Reports

- Request, collect, and maintain all TERO reports
- TERO projects require manual entry and maintenance of an Excel spreadsheet
- Generate and distribute monthly apprentice/journeyman utilization reports for the owner

GCPay

- Set up new subcontractors in GCPay for all accounting compliance and pay applications upon receiving a fully executed subcontract agreement

Certificates of Insurance

- Request, track, log, and save all incoming certificates of insurance
- Review for project coverage and owner requirements

Intent to Pay Prevailing Wages

- Track, log, and save all Intents to Pay Prevailing Wages for subcontractors and subtiers



Affidavit of Wages Paid

- Track, log, and save all Affidavits of Wages Page for subcontractors and subtiers

Owner/Korsmo Compliance Forms

- Project specific: request, collect, and track all owner compliance forms when required by the project documents (i.e., Fringe Benefits Summary Form, Contractor-Subcontractor Owner Agreement Forms, Federal Debarment Form, Authorization of Deductions Forms, Payroll Appointee Forms, etc.), as the project dictates

Subcontract/SFLA/Material Agreements

- Draft all subcontractor, short form labor agreements (SFLA), and material agreements upon receiving the owner contract for each project
- Distribute subcontracts (depending on the PM), track, interface, and save fully executed agreements in Vista

Phones/Front Desk Coverage

- Assist with front desk coverage when needed and answer overflow phone calls

Closeout

- Compile subcontractor and subtier contact information lists for the PM/PE upon closeout
- Ensure all final certified payroll reports and affidavits are collected from each subcontractor and subtier

Additional Responsibilities

- Provides various levels of support for project managers
- Requests/tracks/maintains all site-specific safety plans
- Collects/maintains all subcontractor payment and performance bonds as required or presented
- Requests/tracks/maintains all subcontractor prequalification and background check documents
- Reviews, recommends, and audits subcontracts, vendor documents, billings, labor charges/rates, and vouchers to record project transactions per applicable documents
- Sets up and maintains project subcontracts in Vista
- Prepares, maintains, and tracks subcontracts
- Prepares regulatory reports as needed
- Reconciles vendor agreements, including subcontracts
- Assists with client and vendor relations
- Identifies and recommends process improvement
- Maintains cross-trained skills to perform other duties as needed
- Coordinates project closeout with project managers
- Provides project information to others

Supervisory Responsibilities

- This position does not supervise others

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Three or more years of experience dealing with project accounting or manufacturing. Must be organized and detail oriented. Bachelor's degree (BA/BS) from a four-year college or university in Finance or Accounting is preferred. Experience with Vista/Viewpoint accounting software systems is preferred.

**Language Skills**

Ability to read, analyze, and interpret documents, such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

Computer Skills

Tested competency at the intermediate to advanced level with MS Windows, MS Office (Word, Excel, Outlook), standard industry databases, e-mail, and internet. Construction accounting software experience desired; tested competency with complex accounting software mandatory.

Mathematical Skills

Ability to calculate figures and amounts, such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to apply common sense/understanding to carry out instructions in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands

The physical demands represent those that must be met to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and speak and hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.