



## **Timekeeper/Project Accountant**

Lakehead Constructors, Inc. is looking for a Timekeeper/Project Accountant for our office in Aurora, Minnesota. You will undertake a variety of tasks. Duties include the following:

- Timecard data entry and reviewing electronic timecards
- Communicate timecard discrepancies/questions with field supervision
- Enter job budgets from estimate prepared
- Enter change order budgets for job budget true-up
- Cost entry into customer billing systems
- Change order administration
- Assist with completion of job status forms
- Assist with area outage schedules
- Assist with various other forms to help project managers
- Assist with job orientations
- Ordering of miscellaneous job supplies

Qualifications include excellent data entry skills, a good knowledge of all Microsoft Office products (Word, Excel, Outlook), great communication skills, knowledgeable in cost tracking and accounting functions, ability to handle confidential and sensitive information with discretion, and outstanding organizational and time management skills. Previous experience working for a construction company is a plus.

This is a full-time position which will include overtime during peak times. Lakehead Constructors, Inc. offers excellent benefits including health, dental, 401K, vacation, and profit sharing.

Email resumes to [rmccausland@lakeheadconstructors.com](mailto:rmccausland@lakeheadconstructors.com)

**Lakehead Constructors Inc. is an Equal Opportunity Employer**