

## About Titan Electric

Titan Electric began in Chicago, IL in 2006. Presently, Titan Electric Companies has developed into a network of (5) offices. Current locations include Atlanta (GA), Chicago (IL), Dallas (TX), Orlando (FL) and the Company Headquarters resides in Tampa (FL). We are fortunate to have found, in these other locales, leaders that share our core values, and have led the growth into these various markets with expertise in new construction, tenant build/interiors, mission critical, service, low voltage and design build services. We have extensive relationships with owners, general contractors, brokers, developers and property managers. We strengthen these relationships by providing quality work that exceeds our customer's requirements and expectations.

Titan Electric Companies have completed projects around the country in the mission critical, commercial, high-rise multifamily, hospitality, health care, distribution, and industrial vertical markets. We have a team of project management professionals that include Project Executives, Electrical Engineers, Senior Project Managers, Project Managers and Assistant Project Managers. Titan constantly trains our team in all facets of project management and field installations, emphasizing training in safety. Our constant goal is to be continually proactive in assisting and teaming with our customers, to help provide the opportunity to achieve a successful project for all.

Job Title: Project Accountant

Reports To: Assistant Controller

## Position Summary:

Responsible for the preparation and processing of all receivables, job documents, and the obligations associated with them for designated divisions of Titan Electric.

## Major Responsibilities:

- Coordinate new projects with Project Managers and set up new job numbers in accounting software
- Assist PM's with any issues regarding billings and create reports as needed
- Process new contracts through internal control routing
- Enter budgets into accounting software
- Contract reconciliation, including routing and distribution of customer change orders
- Request bonds for projects as needed
- All aspects of certificates of insurance for both Titan Electric and its Subcontractors
- Create subcontractor's project specific agreements and change orders and enter into accounting software
- Create contract billing, typically using standard AIA format, and enter into accounting software
- Create time-and-material billing and enter into accounting software
- Accounts Receivable collections follow up



# Titan Electric

- Enter subcontractor invoices into accounting software
- All lien waiver preparation, tracking and distribution for Titan Electric and its Subcontractors
- Create cash receipts and enter into accounting software
- Special projects as needed
- Assist with month/quarter/year end close reconciliations
- Assist with prequalification and credit applications

## Qualifications:

- Bachelor's Degree in accounting, or similar if preferred.
- 1 – 3 years' experience in accounting
- Experience in processing contracts
- Proficient with Microsoft Office – Outlook, Excel and Word
- Must have excellent communication skills

*Titan Electric is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.*

*This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Titan Electric makes hiring decisions based solely on qualifications, merit, and business needs at the time.*