Job Description
Construction and Modernization Billing

Integrity, Service & Quality since 1967

Posting:	JP260479	**Location:**	Head Office
Supervisor:	Controller	**Hours:**	8:00 a.m. to 4:30 p.m.

Description

This position is part of the Finance Team and is responsible for Construction and Modernization billing. The position works with Field Operations to ensure compliance with contractual billing requirements, payment terms, and applicable construction legislation. The role also supports credit risk management, construction liens and holdbacks, and bonding requirements.

Responsibilities

- Represent Delta's core values of ***Integrity, Service and Quality*** in relationships with both internal staff members and external customers and suppliers.
- Follow Delta policies and procedures, Employee Manual, and Health & Safety Manual.
- Protect the confidentiality of customer, employee, technical, process and financial data.
- Work with staff and clients to ensure billings are complete, accurate and timely:
  - Enter new Job information and create and maintain of files.
  - Complete monthly billings and close outs.
  - Ensure compliance with corporate and customer billing requirements.
  - Obtain and maintain standard compliance documents.
  - Follow-up and collect monthly payments.
  - Identify billing issues, payment risks, and contractual / compliance concerns.
  - Ensure contract requirements are clearly defined and communicated.
- Update the Competitive Intelligence Log as relevant information is uncovered.
- Obtain and review business credit reports and conduct credit checks.
- Assess credit information and other risk indicators to identify potential credit concerns.
- Administer construction liens, holdbacks, and payment documentation and deadlines.
- Coordinate lien concerns, disputed payments, notices, and other construction matters.
- Support bonding requirements.
- Other duties as assigned.

Authority

- Prevent the use of unsafe, non-conforming or environmentally damaging product.

Qualifications	Skills
• Minimum high school diploma • Preferred college diploma in business administration or accounting disciplines • Experience with construction billing • Experience with liens, bonding and surety • Minimum three (3) years general office experience	• Fluent English - verbal and written • Professional communication • Proficiency with MS Office applications • Ability to work independently • Excellent customer service skills • Ability to maintain confidentiality • Ability to work as a team player