

INTERFACE

COMMUNICATIONS CO.

Systems Administrator

The Systems Administrator is responsible for the organization of all project documentation and material ordering in an effort to support project management, estimating, and accounting. This position requires a highly motivated, focused individual that is a self-starter.

The primary job responsibilities of the Systems Administrator include:

Project Setup:

- o Set-up of new projects in accounting system: creating job numbers and loading contract revenue and allocating project cost appropriately per cost code
- o Updating of project cost/revenue in accounting system for project change orders
- o Verify project's tax exempt status and obtains appropriate tax exempt certificate or applies for a tax exempt certificate with the State of Colorado
- o Obtains copies of the project contract and reviews for insurance and bonding requirements and requests requirements from the insurance companies
- o Assists with creation of material submittal package, as needed, based on customer requirements outlined in the contract or Letter of Intent
- o Upon contract approval and execution, prepares contract and additional paperwork requirements to be returned to the customer

Vendor Interaction:

- o Negotiating terms and conditions with the vendor for project material staging.
- o Day-to-day purchasing, release, and documentation of project materials
- o Management and documentation of timely material returns with the assistance of the project management and warehouse staff

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Closing Documentation:

- o Assist Project Manager with creation of as-builts and final test documentation.
- o Assists in the creation of Operation and Maintenance Manual based on customer requirements.
- o Delivers the appropriate closing information to the customer in a timely manner

Other Duties & Responsibilities:

- o Schedule and attend company meetings as directed and required
- o Other project duties as assigned
- o Monthly project invoicing in the accounting system
- o Collections of project funds

Qualifications and Capabilities:

- o Bachelor's degree preferred
- o Heavy accounting experience
- o Microsoft Office Suite experience, mainly Word and Excel (intermediate level)
- o Strong computer, communication, and organizational skills are essential for this position
- o Applicants with project administration and/or job costing experience in the construction industry will be given preference

COMPANY INFORMATION:

INTERFACE COMMUNICATIONS

Human Resources: 303-530-4212

APPLY TO:

Email resume to: employment@interface.cc

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