

Cost Accounting/Budget Assistant: K-12 Construction

Capital Program Management (CPM) is a project and construction management consulting firm specializing in the planning and management of modernization and new construction building programs for public school and institutional clients. We believe that life is simply better when the work is meaningful, challenging and accomplished with people who share one's sense of joy and purpose. We also believe that education is a path, not a destination. To this end, we have made personal and professional development an integral part of our culture. When our people thrive, our business and our clients also prosper. We are currently seeking an entry level Cost Accounting and Budget Analyst Assistant.

Job Summary:

In this role, you will be based out of our Sacramento headquarters office, working with our Budget and Accounting Analysts to track construction costs and prepare capital outlay budgets for our school district clients. Daily activities include data entry, maintenance of logs, invoice review, and assisting with the preparation of various accounting reports. This is a position with a small firm where you are encouraged to learn and advance with our company!

If this sounds like the kind of career move you've been wanting to make, and if you meet our qualifications, we want to talk with you. Contact us today!

Qualifications:

- Minimum two years' experience in construction or job cost accounting required.
- Knowledge of school district accounting and SACS coding a plus.
- Familiarity with job cost accounting software applications such as Timberline, Viewpoint and Account-Ability a plus.
- Proficiency, accuracy and speed with keyboard and a 10-Key is required for data entry.
- Excellent written and verbal communication skills a must.
- Must be proficient with Microsoft Word and Excel.
- Must thrive in an environment with multiple and regular deadlines.
- Must be a self-starter and able to work independently.

How to Apply:

Please submit your cover letter and resume. The Human Resources department will contact qualified candidates.

E-Mail to:

jobs@capitalpm.com

Write to:

Human Resources
Capital Program Management
1851 Heritage Lane, Suite 210
Sacramento, CA 95815