

# PROJECT ADMINISTRATOR I

A motivated self-starter who likes numbers and has an eye for detail will thrive at Dokken Engineering in the role of Project Administrator (PA). The exceptional PA will be able to work independently and as part of a team, keeping the financial processes and our projects running smoothly.

At Dokken Engineering, we deliver innovative engineering and environmental solutions for local, state, and federally funded public works projects. Our core focus is infrastructure: roadways, bridges, highways and interchanges, bicycle and pedestrian paths, dams, and other public works facilities.

As a PA, you will be responsible for performing financial and contract administration functions. You will monitor financial performance of projects; know business contracts and contract terms, especially the compensation and insurance provisions; and coordinate administrative aspects of a project from set-up to close-out.

You will work with multiple Project Managers simultaneously. Our ideal PA is extremely efficient and skilled in providing quality administrative support.

## **DUTIES & RESPONSIBILITIES:**

### **Project Administration**

- Prepare draft and final invoice packages, including all applicable backup for approval by Project Managers.
- Perform QA/QC on invoice packages prepared by others for accuracy and completeness.
- Prepare and issue subagreements with required attachments.
- Prepare contract amendments under direction of Project Managers.
- Set up new projects, and open and close project tasks in accounting system.
- Research any unbilled issues to optimize the billing possibilities for the billing period.

### **Compliance**

- Review subconsultant invoices for contract compliance; obtain project manager approval for inclusion in client invoices.
- Collect, monitor, and log insurance certificates, confirming required coverage limits and endorsements meet contract requirements; request updates to expired certificates.
- Review timesheets for appropriateness/billability of time recorded; request correction/update, as needed.
- Monitor status of payment on outstanding invoices.
- Compile information for internal and external auditors.

### **Reporting**

- Maintain and distribute billing status report/monthly hours report for assigned projects.
- Compile/generate various management reports and executive summaries, as requested.
- Maintain and update 6-month projections based on budget and schedule.

### **General Administration & Marketing Support**

- File and maintain fully executed contract documents.
- Maintain contract binders for all assigned projects, with all the appropriate documents, including subagreements and monthly invoices, in accordance with standard procedures.
- Collect and organize required information to prepare project close-outs and archive project/contract files.
- Set-up/format/review cost proposals and billing rate schedules in response to RFPs, RFQs, etc.
- Assist with various general office duties and support coverage of front office on a rotating schedule, up to and including front desk coverage, main line telephone answering, mail distribution/overnight packages, conference room and pooled vehicle scheduling, etc.

## **REQUIRED SKILLS & ABILITIES:**

- 2+ years' experience as a project administrator or in similar accounting role.
- Proficiency with Microsoft 365, particularly Microsoft Excel and PDF programs.
- Good analytical, verbal, and written communication skills.
- Ability to work independently or as a member of a team.

- Ability to work on multiple projects with critical timelines.
- Strong organization and time management skills.
- Strong troubleshooting and problem-solving skills.

**PREFERRED QUALIFICATIONS:**

- Bachelor's Degree or some college courses in accounting or business.
- Previous experience with project administration in A&E or construction industry.
- Familiarity with accounting practices, systems (Ajera/Deltek) and tools.
- Knowledge of standard contract terms, including hourly, lump sum, not-to-exceed and how they are applied in the billing process.

**FLSA Status:** Full-Time Non-Exempt

**Compensation:** Pay is commensurate with experience

**BENEFITS**

- Comprehensive health plan including medical, dental and vision
- 401(k) Profit Sharing Plan with generous employer match
- Participation in Employee Stock Ownership Plan
- Life and long-term disability insurance

**Introductory/Probationary Period:** At-Will Employment

**Location:** San Diego, CA (on site)

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Will sit, stand, or walk short distances for the entire duration of a work day.
- May stoop, kneel, or bend, on an occasional basis.
- Occasionally will climb stairs, step ladders, etc.
- Will lift, push, or pull objects on an occasional basis
- Required to use hands to grasp, lift, handle, carry or feel objects on a frequent basis
- Will interact with people frequently during a work day
- May reach above shoulder heights and below the waist on a regular basis
- Will use telephone, computer system, email, or other electronic devices on a regular basis to communicate with internal and external clients, vendors, or the public.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Note:** Job Description is subject to change at any time and may include other duties as assigned.

**EQUAL OPPORTUNITY EMPLOYER STATEMENT:**

It is the policy of this Company to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, national origin, age, or disability. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training.