



JOB DESCRIPTION

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Kreofsky Building Systems – Office / Finance Assistant

RESPONSIBILITIES AND DUTIES

Assist with financial and clerical tasks as directed.

JOB SPECIFIC RESPONSIBILITIES

- Work with project managers and subcontractors on all USPS projects to get the necessary paperwork completed, including close out documentation for USPS.
- Monitor plan room (Rochester/Lacrosse Builders Exchange, SAM.gov, PIEE, etc.) websites and forward bid opportunities to PM.
- Print bid documents, prepare bond request forms for review.
- Manage bid calendar, send out bid invitations, post and update documents on KBS plan room website.
- Track project submittals and shop drawings.
- Update USPS project tracker to monitor FSSP tickets.
- Collect and maintain subcontractors required information, including reconciling COI for audit, (W9, State Registration, Certificate of insurance, master agreements, lien waiver etc).
- Ensure prevailing wage forms are signed and uploaded to the correct project folder
- Print all internal supplies and approved invoices. (BK100, US150, etc) Run necessary intercompany reports to reconcile weekly.
- Upload and scan documents.
- Tool Account set up and month end adjustments.
- Generate end-of-the-month reports for team members and input data as requested.



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- Construction timekeeping review and verification (shop time, travel time).
- Maintain a worksheet summary by job type- renovation, new dairy, new construction, etc for future financial reference.
- Set up meetings as directed.
- Field Construction calls and back up phone support as needed.

REQUIREMENTS

- Must be willing to travel and work at both our Plainview, MN and Winona, MN offices.
- Knowledge of Microsoft 365, specifically excel and word.
- Enjoy working with a variety of people to gather required documentation for billing purposes.
- Work well in groups or alone.
- Task oriented.
- Connect telephone callers or walk-in customers with a live person.
- Enjoy learning and working on the computer.

NORMAL DAILY WORK SCHEDULE

- Monday through Friday
- 7:00AM – 4:00PM

This job description is not limited to the above content. Duties and Responsibilities may change at the discretion of Management.

Print Name: _____



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Signature: _____

Date: _____