

Accounting Department (WIP) 1st Month Objectives

Mentor's Name: _____ Employees Name: _____

Hire Date: _____ Title: _____

Training Requirement	Initials or (N/A)
Completed shadowing events	
Provide monthly WIP reports to Project Managers asking for information (need projections, what can be closed, and have them to review their jobs)	
Receive info back from PM and make adjustments based on information provided. (updating cost projections, updating cost amount, digging into billing, review change orders)	
Complete job close out based on information received from PM	
After adjustments prepare the meeting WIP reports to project management team.	
Sit in WIP meetings and provide accurate (up to date) information. Take notes on additional adjustments that need to be made or looked into	
Finalize adjustments after WIP Meeting (this includes truing up any cost that have exceeded projections and notes given during meeting)	
Prepare prelim WIP report for Management Review (once AP ledgers have been closed)	
Make any necessary adjustments based on Managements review (WIP).	
Finalize monthly WIP report for Monthly Financials given to the bank.	
Managing change orders	
Entering job cost adjustments	
Entering inventory adjustments	
Work with Nolan Mott on reconciling CCM, Los Padres tag work	
Preparing monthly summary reports (Ben Chung, Jimmy Lintt and Civil Solutions) closed summary events rolling 12 month, finalized WIP report monthly summary	
Regular reporting for project management based on billing, true ups and other information	
Streamline all WIP processes	
Document WIP processes	
Hard Closing jobs	
Manage WIP management meeting notes (2 a month) track rocks and update to do tasks based on the meeting	
Contract review: Help true up contracts and answer any questions departments may have	
Monthly Accrual report for all PG&E jobs	
Manage the monthly WIP Calendar	
Ability to locate resources in the MGE Portal	
Train employee on how to access and navigate the MGE portal	
Train employee on how to locate and save documents and forms	
Ability to locate resources in the One drive.	
Train employee on how to locate the one drive and what information can be found	
Ability to locate resources in SharePoint.	
Train employee on SharePoint and how to locate and store information	
Ability to navigate and locate resources in Teams	
Train employee on how to create and join calendar events in Teams	

Train employee on how to create a chat and video call in Teams	
Train employee on how to store and locate documents in Teams	
Ability to navigate Outlook	
Train employee how to locate personnel through Outlook	
Train employee on creating signature in Outlook	
Train employee on creating inbox folders and rules in Outlook	
Train employee on creating calendar events in Outlook	
Train employee on archiving and email management	
Ability to submit a receipt	
Train employee on the process of submitting receipts to AP.	
Ability to complete Weekly Safety Meetings	
Train employee on how to locate and complete weekly safety meetings and the requirement to complete them	
Ability to Update Employee information (I.E. Address, phone number etc.)	
Train employee on how to update employee information	
Ability to request time off/sick time	
Train employee on how to request time off/submit for sick time	
Ability to request resources (Keyboards, monitors, etc.)	
Train employee on how to request asset resources.	
Additional Training Provided:	
1.	
2.	
3.	
4.	
5.	