

## Accounting Department (WIP) 2nd Month Objectives

Mentor's Name: \_\_\_\_\_ Employees Name: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Title: \_\_\_\_\_

Training Requirement	Initials or (N/A)
Completed events under supervisor of mentor	
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	
<b>Additional Training Provided:</b>	
1.	
2.	
3.	

4.	
5.	