NOTICE OF AVAILABLE POSITION

POSITION: Construction Coordinator/Accountant

DEPARTMENT: Facilities Department

STATUS: Regular Full-time (38 weekly hours)

QUALIFICATIONS:

Must have a strongly expressed commitment to Jesus Christ and the teachings of the SDA Church as evidenced by regular SDA Church membership.

- Associate degree minimum; Bachelor's degree preferred.
- Minimum of two (2) years experience in construction and/or building management.
- Experience with budgeting and invoicing.
- Strong teamwork and leadership skills.
- Excellent written and verbal skills.
- Organized and efficient with attention to detail and follow through.
- Strong computer and typing skills.

BRIEF DESCRIPTION OF DUTIES:
- Submitting requisitions for project funding approvals.
- Communicating with clients, builders, architects, and engineers.
- Basic accounting-managing project budgets.
- Working with the accounting department for vendor/contractor payments.
- Creating reports on progress and challenges.
- Maintaining/updating the list of all construction projects.
- Processing credit applications with the accounting department.
- Collaborating with the Facilities Department regarding new/current projects.
- Taking notes during meetings with Construction Committees and Administration.
- Perform other appropriate activities and duties as assigned.

◆ *God First* ◆

SALARY: Commensurate with education and experience

POSTING DATE: December 2022

CLOSING DATE: Opened until Filled.

HOW TO APPLY: <mark>Interested persons must submit employment documents electronically</mark>:

- Download the application **in Google Chrome**
- Open application **in Adobe Reader**
- Save and send as attachment with required supporting documents listed below
- You will receive an auto reply confirmation once Employee Services has received your documents

REQUIRED DOCUMENTS:

Completed Employment Application
Vita/Resume
Copy of Degree/transcript

Email: Hroffice@oakwood.edu

Oakwood University participates in E-Verify

OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER

<div style="border:1px solid;">RESET</div>

◆ *God First* ◆