

**CATELLUS DEVELOPMENT CORPORATION**  
**JOB DESCRIPTION**

**Position:** Project Coordinator  
**Reports to (Position):** Development Accounting Manager or Project Administrator (Depends on the office)  
**Employment Classification:** Exempt  
**Full-Time / Part-Time Status:**  Full-Time     Part-Time     Full-Time & Part-Time Status

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**Overview:**

Position is responsible for support activities in connection with the company's development projects.

**Responsibilities:**

- Invoice Management:
  - Timely validation and entry of job cost invoices received by mail and email into the PayScan System (job cost payable system), monitor APOakland or APAustin email box (as applicable) and interface with Project Administrator and Contract Administrator on any coding issues.
  - May process vendor updates/new vendors when necessary and provide backup support to G&A A/P position entering G&A invoices.
  - Draft Invoice on Hold report bi-weekly for Invoice on Hold meeting.
  - Check PayScan reviewers/approvers queues weekly and send reminder emails, as necessary.
  - Restart invoices in PayScan when requested by Supervisor.
  - Follow-up on checks outstanding for greater than 30 days.
- Submit and maintain vendor updates as needed for job cost related vendors.
- Compare invoices to contracted amounts and as requested by Project Managers ("PM"), coordinate with vendors on any contract variance to final resolution.
  - Prepare job cost transfers as requested/necessary.
- May assist Project Administrator with Job Cost Forecasts: on a monthly basis, request Director Logs (Excel job tracking and forecast tool) from PMs, enter forecasts into Yardi, run Job Cost Forecast reports and rollover Anticipated Cost Report workbooks.
  - In some cases, the Project Coordinator may maintain the Director's Log for the PM.
- Coordinate with the PM regarding any refunds from vendors, utilities, or government agencies and confirm that they are deposited and entered into Yardi.
- Maintain electronic files for invoices, check copies and correspondence for submittals of various reimbursement packages by project. In some cases, this may include all executed contracts or change orders and should be maintained /processed in a similar location.
- Track insurance requirements and compliance from all vendors and project consultants in the Yardi system. Proactively seek new insurance certificates prior to expiration. Interface with Contract Administrator or Project Administrator to understand what is required of each vendor.
- Maintain the manual and electronic filing system under the direction of the Contract Administrator and Project Administrator.
- Open, date stamp and process all project mail (including email), including Preliminary Notices\*, progress waivers, and contract related documents per job file requirements.
  - \*Review, validate and enter Preliminary Notices, and maintain Preliminary Notice tracking log.
  - Record Mechanics Liens on tracking log and notify appropriate personnel/PM's when received.
- Create tracking matrix as requested for utility addresses, meter locations, and newly assigned addresses, etc.
- Attend meetings as directed by supervisor and may be required to prepare and distribute timely minutes of such meetings.
- Provide monthly and semi-annual reports to the City of Austin (Austin Only).
- From time to time, use personal automobile for errands between the corporate and field offices, government agencies and offices of project consultants (primarily routing documents between these sites).

- Perform other support functions as directed by supervisor. This may include expense reports, coordinating and arranging travel and drafting letters and completing contract templates, reconciling contract payments and other tasks that supports the development team to meet project deadlines.

**Essential Skills and Qualifications:**

- Highly self-motivated with the ability to work exceptionally in a deadline driven environment.
- Exhibits strong organization and coordination skills.
- Exhibits enthusiasm while maintaining flexibility and adaptability.
- Strong proficiency with Microsoft Excel, Word and Outlook. Proficiency with PowerPoint a plus.
- Demonstrated ability to plan and prioritize effectively.
- Demonstrated ability to communicate effectively both orally and in writing.
- Demonstrated ability to solve problems, suggest appropriate solutions and exercise good judgment.
- Demonstrated accuracy and thoroughness in work.
- Familiarity with construction contracts and construction processes preferred.
- Yardi Voyager experience a plus.
- Position may work remotely as directed by supervisor.

**Experience/Education:**

- Undergraduate degree in accounting, business administration or finance, preferred.
- Minimum of two years construction administration experience is preferred.
- Knowledge of construction lien practices is preferred.
- Knowledge of construction insurance requirements is preferred.
- General knowledge of business practices and procedures.

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