

ABOUT US

Titan Electric has been in business in the local Seattle area for close to two decades and we are proud to be the Northwest's Premier Electrical Contractor. We work with the area's global leaders in information technology, imaging, media, academia, government and more. We're industry experts that are consistently setting the industry standards higher. We specialize in large commercial business and industrial projects with customers in the tech industry while also eagerly providing continued service for small businesses and residents. With our breadth of experience and our amazing, we truly believe that there's no project the Titan Electric team can't accomplish.

Our core philosophy is to implement effective solutions—in the most professional manner—to best meet our customer's needs. We aim to make our customers feel like they're our #1 priority, because they are. At Titan Electric we don't believe in a cookie-cutter approach to customer service and rather, we personalize our services to build relationships with all of our clients. These relationships help us to ensure that each client feels heard, understood, and taken care of throughout the entire project. We're not happy until our customer is happy.

WORKING AT TITAN ELECTRIC

We know that none of the work we do would be possible without our amazing Titan Electric employees. Our team is comprised of people who are dedicated, determined, and just downright fun. We value every employee and are constantly looking for ways to invest in your growth. Professionally, we offer: professional development trainings, extensive benefits, continued education opportunities, mentorship, and more—whatever it takes to make you feel like you're set up for success at Titan Electric. And because we recognize our staff as people, not just as employees, our concern isn't limited to your professional growth—we're committed to creating a positive work environment where you can work hard AND have a good time. So whether we're laughing over a "Fun Friday" lunch, celebrating the year together at our huge End of Year party, getting to know each other's families at the Titan Electric Summer Family picnic, participating in community give-back events, or at an offsite team building day rally car racing, we know that you're going to enjoy being a part of the Titan Electric team! Join us to do some amazing projects alongside some of the best people in town.

CHARITABLE WORKS AND GIVING

Titan Electric recognizes the importance of giving back to the community we're a part of. We are grateful for opportunities to give back generously and support various programs, organizations, and charities within our community—especially those near and dear to our employees and clients ranging from large, non-profit organizations (like Mary's Place, Northwest Harvest, the Seattle Humane Society) to local little league baseball teams. We also encourage employees to give back and volunteer in their own community. Titan Electric offers full-time employees up to 8 hours per calendar year of paid volunteer time to participate in activities that benefit the community.

SUMMARY OF POSITION

The Finance Project Coordinator provides support in the effective financial and administrative monitoring of projects at Titan Electric. The Finance Project Coordinator's duties include collecting payments, supporting positive customer relationships, maintaining financial document compliance, investigating payment history, and managing lien waivers. Accuracy and effective multi-tasking are

RESPONSIBILITIES

- Communicate professionally to customers to discuss overdue accounts and resolve outstanding/past due accounts
- Develop and maintain relationships with customer finance team
- Work with Accounts Receivable and project teams to facilitate and undertake collections efforts
- Support project reconciliation
- Monitor accounts receivable and identify overdue accounts
- Maintain accurate and up to date notes of customer contact, collection efforts, and processed payments
- Review data and identify issues and trends
- Communicate and resolve discrepancies related to billing, invoices, and payments
- Make recommendations for improving collection efforts and efficiencies
- Provide daily administrative support for the Project Team, prioritizing workflow within multiple projects
- Complete lien releases and waivers to assist finance department during billing procedures
- Review and manage compliance in various client sites (Ariba, Textura, Procore, Payee Central)
- Act as liaison to project teams and finance to resolve billing issues
- Manage and maintain retention notification process
- Help maintain data quality for dashboards, metric reporting, and forecasting

QUALIFICATIONS

- 1-2 years' experience in finance or project coordination
- Demonstrates problem solving abilities coupled with a desire to take on responsibility
- Ability to be flexible with roles/responsibilities due to changing business needs
- Possess written and verbal skills to communicate effectively and professionally with vendors, clients, and all employees; management and staff alike
- Experience working effectively as part of a team
- Attention to detail and strong organizational skills
- Associate degree desired

COMPENSATION

Titan Electric believes in fair and supportive living wages for our employees. The salary range for this role is \$55,000 to \$65,000 depending on experience.

BENEFITS

- Medical, dental, and vision for employee including qualifying dependents with premiums paid by the company
- Paid Sick Time
- Paid Vacation leave
- Eight Paid Holidays per year
- Optional 401(k) Retirement Savings
- Employer Paid Pension Plan Contribution of 3% of annual salary
- Paid Parental Leave for new parents
- Gym membership
- Bi-annual company events