



## **Admin Assistant**

Leading commercial masonry and specialty contractor in the Washington DC metropolitan region is seeking a full time **Admin Assistant** for working with our Estimating and Project Management departments.

Attributes for position include being detail-oriented with strong organization and communication skills. Bilingual (Spanish) ability is preferred but not required. Benefits and insurance administration experience a plus.

Salary/hourly wage commensurate with experience. Benefits include participation in ESOP trust retirement plans based on eligibility/annual hours, and voluntary 401K plan.

Though seeking a full-time position, we will also consider a part-time scenario (24-28 hours per week) with reasonably flexible days and hours. Please reply with resume to: [careers@calvertmasonry.com](mailto:careers@calvertmasonry.com) Attn: Bruce Spengler.

## **Assistant Controller**

Calvert Masonry is looking for a hands-on, detail-oriented **Assistant Controller** that can help lead the continued growth of the company. Calvert Masonry is a leading masonry subcontractor in the Washington, DC metropolitan area. We have been selected as the Masonry Subcontractor of the Year for 2023 by the Associated Builders and Contractors (ABC). Calvert Masonry is an Employee-Owned company with a strong balance sheet and plans for further expansion.

This position is full-time, on-site in our Manassas office. Compensation shall be commensurate with experience. Excellent benefits include participation in the Employee Stock Ownership Plan.

Interested Candidates should forward their cover letter, resume, references, and salary history to [careers@calvertmasonry.com](mailto:careers@calvertmasonry.com)

## **Job Responsibilities:**

- Prepare financial statements to summarize and forecast the company's financial status.
- Produce and manage the balance sheet and income statement and related reports.
- Provide accurate cost information for projects and construction costs enabling the company to monitor profitability, budget adherence, and overall financial performance on a project-to-project basis.
- Assist with management of accounting and budgeting within the company.
- Prepare journal entries and reconcile accounting inaccuracies and imbalances.
- Assist with preparations for annual audits.
- Monitor cash-flow including analysis of cash needs to optimize cash management and working capital.

- Ensure compliance with and prepare returns and reports according to the applicable government regulations.
- Assist with establishing, monitoring, and enforcing internal controls.
- Assist with managing and administering the Employee Stock Ownership Plan.
- Assist with Accounts Receivable including invoicing and recording receipts.
- Review weekly Payroll using ADP Workforce Now. Review Year-End and Quarterly reports for accuracy.

#### **Qualifications:**

- Bachelor's degree in Accounting, Finance, or related field. CPA preferred.
- Minimum three (3) years' experience in the construction industry.
- Strong analytical and problem-solving skills. Attention to detail is a must.
- Must be organized and skilled in time management with ability to prioritize tasks.
- Must have solid understanding of GAAP and construction accounting.
- Excellent communication and interpersonal skills.
- Prior ESOP and/or ADP Workforce Now experience is a plus.

#### **Administrative Specialist**

Leading commercial masonry and specialty contractor in the Washington DC metropolitan region is seeking an **Administrative Specialist**. This position is anticipated to be 24-28 hours per week with reasonably flexible days and hours, and will primarily focus on -

- Employee insurance enrollment, questions and coordination with the Health Insurance Manager and insurance companies.
- Confirm employee coverages with payroll deductions and medical/dental premium invoices.
- Corporate insurance claims and tracking (Workers Compensation and Business Auto).
- Assist projects with medical facility information and obtaining accident reports.
- Assist CFO in obtaining information for Employee Benefit and Corporate Insurance renewals.
- Additional tasks as required, and as time allows.

Attributes for position include being detail-oriented with strong organization and communication skills. Bilingual (Spanish) ability strongly desired but not required. Benefits and insurance administration experience a plus.

Salary/hourly wage commensurate with experience. Benefits include participation in ESOP trust retirement plans based on eligibility/annual hours, and voluntary 401K plan.

Potential for full-time position with ability to perform additional HR, Workforce Development and administrative tasks.

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#### **Estimator I**

Leading commercial masonry/facade contractor in Washington DC metropolitan region seeks ESTIMATOR with minimum three (3) years estimating experience in Division 4 and/or related Division 3 through 7 trades. Restoration experience a plus. Work location in Manassas, VA office Monday through Friday. Growth opportunity with dynamic, multiple services trade contractor for right candidate. Salary commensurate with qualifications and experience. Medical and retirement benefits.

Forward cover letter and resume to: [careers@calvertmasonry.com](mailto:careers@calvertmasonry.com)

## **Estimator II**

The right person will have demonstrated prior experience and expertise in construction estimating (hard bid and developmental) and is prepared to handle multiple and more complex assignments with minimal oversight. Ideally this candidate will also demonstrate growth potential for advancement into a senior role. Specific responsibilities and requirements include:

- Perform detailed and accurate quantity surveys.
- Quickly develop and maintain proficiency with custom estimating software.
- Develop recognition of access restrictions and site/sequence constraints that impact our work.
- Effectively communicate, written and orally, with clients and vendors, including detailed documentation for issues impacting scope, price, and schedule.
- Insure that bid folder and records are organized.
- Evaluate and price scaffold and equipment requirements.
- Evaluate production and price factors utilizing a combination of historical data, project conditions and market/client factors.
- Follow-up and tracking of bids and projects for opportunities to pursue further.
- Effective post-bid handoff and transition to Project Management, including long lead item purchase and support as required.
- Effectively network and participate in industry associations to maintain relationships with existing clients and establish potential new business relationships.
- Perform other support tasks and roles for company operations as needed (e.g. major equipment purchases/rentals, pursue tier-subcontractors).
- Assist in development and oversight of staff estimating personnel.

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## **Project Manager I**

Leading commercial masonry/facade contractor in Washington DC metropolitan region seeks PROJECT MANAGER with minimum three (3) years project management experience in Division 4 and/or related Division 3 through 7 trades. Restoration experience a plus. Work location based out of Manassas VA office with visits to jobsites. Growth opportunity with dynamic, multiple services trade contractor for right candidate. Salary commensurate with qualifications and experience. Medical and retirement benefits.

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## **Project Manager II**

Project Manager II will be assigned their own project(s) of increasing size and complexity, with some oversight from a Vice President and/or Senior Project Manager, but with more expectation to handle and make positive decisions in resolving project issues. While this position may get some administrative support, he/she is expected to be primarily self-sufficient. Specific requirements include:

- Prepare submittals compliant with contract documents and details, including deviations favorable and/or necessary for masonry; diligently pursue approvals in advance of schedule needs.
- Thoroughly review contract drawings and prepare Requests for Information to resolve conflicts and areas that lack detail, and post responses on Calvert drawing sets.
- Review General Contractor generated RFI's for changes to contract and post information as applicable.

- Obtain coordination information from General Contractor and other trades to ensure proper interface with masonry work, post pertinent information for field use, and periodically communicates with foreman, General Contractor, and other subs to minimize conflicts.
- Monitor quality and productivity through regular jobsite visits and pursue timely resolution with job foreman and superintendent.
- Generate, maintain, and distribute project control logs and reports, inclusive of submittal register, RFI and change logs, production, and monthly reports.
- Quantify project material requirements by way of independent take-offs and/or estimate reports as required; pursue pricing from multiple sources and negotiates most favorable pricing using historical data and economies of scale; prepare purchase order documents and place orders in advance of project needs.
- Review and process invoices timely for Accounts Payable action, including jobsite review of tier-subcontractors' progress, and resolution of delivery and price discrepancies with material suppliers.
- Prepare billing Schedule of Values and progress billings favorable to cash flow needs, and diligently pursue approvals and outstanding payments.
- Assist foreman and superintendent at jobsite as necessary for layout and inventory reconciliation, and for explanation of details, plan changes and material orders.
- Report and follow-up for any observed safety concerns (e.g., fall protection, scaffold stability, equipment audio/visual warning devices) during site visits.
- Monitor masonry schedule and sequencing for compliance with project schedule and for profitable manpower and equipment levels; identify and address General Contractor and other trades' progress or actions that adversely impact Calvert's progress and work.
- Identify and provide timely notice of changed conditions affecting Calvert's price and time of performance; quantify and price changes timely with all job factors and conditions taken into consideration, and diligently pursue negotiation and signed change orders for payment.
- Bring issues to prompt resolution; prepare necessary information for corporate officer to resolve at next level if required.
- Prepare area quantity and manpower estimates as required for field use and production/schedule tracking.
- Perform specific operational task assignments at discretion of Vice President/President.

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