



KSI Supply, Inc. *Supplying all of your forage storage needs*

N6111 County Road OJ

Plymouth, WI 53073

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Date: November 12th, 2025

Job Position: Project Billing Specialist

About the Company

KSI Construction specializes in Agricultural and Commercial construction, in both concrete and wood and steel frame building erecting in the local and surrounding counties.

We believe in providing exceptional customer service and communication by building relationships with our customers and prioritizing customer satisfaction. KSI takes pride in being family owned and operated, and being able to provide their employees with a positive workplace environment and flexibility with our customers to make sure needs are being met.

Position Overview

Under the supervision of the General Manager, and in partnership with our current Billing Specialist who is looking to retire, this position will be responsible for accurately recording and posting job costs and expenses, billing progress and completed projects, and reviewing projects with foreman and project estimator(s) for efficiency, accuracy and profitability to ensure competitive and accurate bids are being given.

Job Responsibilities

- Review with foreman and project estimator(s) T-sheets entries from crew to ensure accurate job codes and hours are posted.
- Review with foreman and project estimator(s) for materials and equipment hours
- Review and post material and equipment usage to jobs
- Meet with foreman and project estimator(s) for progress job billing
- Meet with foreman and project estimator(s) for final job billing
- Review completed jobs for accuracy, efficiency and profitability
- Type, email out, and follow up on proposals for acceptance, signatures and down payments
- Work with project estimator(s) to ensure job costs are accurately represented in job bids
- Assist in and secure work and dispatch Quadaxel Dump Truck(s)
- Assist in and secure work and dispatch for Truck Crane(s)
- Assist in and secure work and dispatch OFF Season trucking for drivers (and bill)
- Maintain hourly costing and billing rates for equipment rentals
- Equipment rental hourly billing
- Scan and save blueprints
- Attend and record notes for monthly sales team meetings.
- Other Duties as needed.

Qualifications & Requirements:

- High School Degree or equivalent
- Efficient in Programs including Microsoft Excel and Adobe.
- Comfortable navigating through business platforms like QuickBooks and Tsheets or similar.

- Previous billing and/or costing experience is required; Construction billing and/or costing experience is preferred.
- Dispatching experience preferred but not required
- Ability to problem solve with a desire to improve company policy and procedures to be more efficient. .
- Excellent organizational skills and attention to detail
- Excellent verbal and written communication skills
- Energetic personality who enjoys working in a team setting
- Strong work ethic with a desire to learn and grow.
- Ability to work both independently and as a team member
- Valid Driver's license with reliable form of transportation

Full Time Compensation and Benefits:

- Hourly pay with eligibility for performance bonuses
- Benefits:
 - o 401(k) and 401(k) matching
 - o Dental, Medical and Vision insurance
 - o Paid Holiday and Vacation

Schedule: We are a seasonal company, hours are different in season vs off season

May – September: 9:00am – 5:00pm Monday to Friday

October – April: 8:00am – 4:00pm Monday to Friday

No weekends or holidays required

Full Time, in person

Hourly Based Pay

Schedule adjustments can be made if desired from October – April