

Accounting Manager for Design Services Firm

Position: Part Time, 24 - 32 hrs/week

Mayer/Reed, Inc. is a Portland, Oregon-based 25-person design studio providing landscape architecture, urban design, visual communications, and product design services for sustainable environments in which people live, work and play. The firm's work in creating places for human activity explores the social, cultural, ecological and historic contexts that shape these environments.

Mayer/Reed is seeking an Accounting Manager to work closely with Principals and Project Managers on a wide variety of tasks. Primary responsibilities include:

1. Manage the full cycle accounting process per GAAP including intercompany reimbursements, work in process, prepaids, accruals, general ledger balance, and fixed assets, accounts receivable, accounts payable and payroll. Coordinate with and prepare reports for tax accountant.
2. Prepare weekly status reports and analysis as requested by Principals.
3. Perform project accounting and prepare monthly invoices and billing reports for Project Managers.
4. Perform monthly collections activities and prepare reports for review by Project Managers and Principals.
5. Oversee and ensure timely completion of business documentation and licenses.
6. Support both internal and external audit activities throughout the year, including oversight of billing rates and remediation of issues found during those audits.
7. Coach and support Project Managers in project accounting.
8. Complete monthly, quarterly and year-end close procedures including system closing, journal entry preparation and account reconciliations.
9. Identify, develop and document new accounting policies and procedures, as well as review and document current undocumented processes.

Additional tasks include:

1. Assist in managing budgets and cash flow forecasting.
2. Assist in preparing and analyzing quarterly income forecast and proposed expense changes.
3. Assist Project Managers in project close-out procedures and archive project records per best practices.
4. Analyze and review financial data for accuracy.
5. Oversee S-Corp regulations as they pertain to accounting, finance, and business documentation.
6. Oversee and organize insurance policies. Coordinate with insurance providers and prepare applications for Principal review.
7. Perform additional projects/tasks and duties as assigned by Principals.

A successful candidate is a well-rounded, flexible individual who has excellent verbal and written communication skills, and a friendly, positive attitude, along with the following skills:

- Knowledge of accounting principles, practices and reporting guidelines.
- Understanding and adherence to systems of internal controls.
- Ability to analyze information and propose effective solutions.
- Strong interpersonal skills to build positive relationships with project managers, clients, subcontractors.
- Service-oriented.
- Excellent organizational support and strong attention to detail and accuracy.
- Ability to adapt to changes in the work environment; manage and prioritize competing demands.
- Ability to work independently and in team environments.
- Ability to exercise sound judgment within general policy guidelines.
- High proficiency with Excel and raw data organization.
- Reliable, consistent attendance and demonstrated ability to meet deadlines.

Required Education and Experience:

- B.S. or B.A. in accounting, finance or business with strong accounting emphasis.
- Minimum 8 years of professional experience.
- Experience in design services or construction firm preferred.
- Experience with Ajera preferred or similar A&E specific software.
- Excellent professional references

Salary is commensurate with the level of experience. A comprehensive benefits package is offered to full-time employees and will be negotiated for a part-time position.

Our studio is in downtown Portland with access to bike and transit routes. Staff enjoys on-site workout, bike and shower facilities, education offerings and social events. Visit www.mayerreed.com to learn more about our work and office culture.

Submit a cover letter, resume, and professional references via email by Thursday, February 16, 2017 to Mayer/Reed, Inc. attn: Kathy Fry, Principal at kathy@mayerreed.com.