

Junior to Mid-Level Staff Accountant

Experience: 5 years minimum

Posted: July 10, 2023

Position: Part Time (24 hours estimated)

Location: Portland, Oregon, hybrid schedule option

Mayer/Reed is a nationally recognized, interdisciplinary design firm located in Portland, Oregon. We are dedicated to making creative design contributions that bring value to and enhance the built environment. We believe that good design, informed by a collaborative process, functions within multiple contexts. Dedicated to this premise, Mayer/Reed continues to evolve by attracting and encouraging highly motivated and talented staff and by seeking relationships with socially and environmentally responsible clients who inspire visionary design solutions.

Mayer/Reed is seeking an accountant responsible for the day-to-day accounting operations of the firm. Primary responsibilities include:

General Accounting

- Administer the full cycle accounting process including intercompany reimbursements, work in process, prepaids, accruals, general ledger balance, fixed assets, accounts receivable, accounts payable and payroll with the third-party accountant. Communicate with third-party accountant to resolve questions or issues as they arise.
- Prepare financial reports as requested by third-party accountant to facilitate tax reporting, payments and audits.
- Coordinate with third-party accountant to complete monthly, quarterly and year-end close procedures including system closing, journal entry preparation and account reconciliations.
- Prepare preliminary financial data to establish annual overhead rates.
- Review financial data for accuracy and coordinate with Principal and/or third-party accountant when issues arise.

Project Accounting

- Perform project accounting including tracking project contract agreements, subconsultant agreements, billing rates and rate escalations.
- Prepare monthly invoices and aging accounts receivable reports and perform monthly collection activities.

Business Administration

- Oversee and ensure timely completion of business documentation and licenses.
- Administer insurance policies. Prepare renewal applications for Principal review and coordinate with insurance providers to obtain project COI.
- Serve as administrator of the Professional Employer Organization (PEO) and payroll services.

In addition to the knowledge and skills needed to complete these tasks, a successful candidate is a reliable individual who has excellent verbal and written communication skills. They have a positive attitude, is committed to building trusted working relationships, has sound judgment within general policy guidelines and the ability to work independently while keeping ownership informed.

Required Education and Experience:

- B.S. or B.A. in accounting, finance, or business with strong accounting emphasis.
- Candidate must have a solid understanding of the differences between accrual and cash basis accounting and be able to work with both models.
- Experience with Ajera or similar A&E specific accounting software.
- Excellent professional references

A comprehensive benefits package is available to full-time employees and is pro-rated for this part-time position. Total compensation is commensurate of responsibilities, education, level of experience and merit according to Oregon's pay equity law. Mayer/Reed is an equal opportunity employer.

Our studio is in downtown Portland with access to bike and transit routes. Staff enjoy on-site workout, bike and shower facilities, continuing 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 to Mayer/Reed, Inc. attn: Kathy Fry, Principal at employment@mayerreed.com.