



## Accountant

### Position Summary

The accountant position handles billing and accounts receivable for both architecture and interior design clients. This position also ensures accounts payable are promptly and accurately processed, assists the Controller in account reconciliations, and provides general administrative support for the design teams.

### Essential Functions

#### Billing and Accounts Receivable

- Create invoices according to company practices and emails invoices to clients.
- Maintain and update client files, including name or address changes.
- Send monthly statements for past due accounts.
- Prepare monthly report of past due balances.
- Research and respond to client inquiries.
- Maintain accounting files for Billing and A/R processes.

#### Accounts Payable

- Receive and distribute invoices for proper approval on a daily basis.
- Code and enter invoices into computerized accounting system.
- Maintain and update vendor files.
- Receive and verify employee expense reports.
- Enter credit card payments into the computerized accounting system.
- Generate a weekly check run report.
- Research and respond to vendor inquiries.
- Maintain accounting files for A/P processes.
- Manage W-9 forms, ensuring timely receipt from appropriate vendors.
- Manage certificates of insurance, ensuring timely receipt from appropriate vendors.

#### Month-End Duties

- Assist Controller with month-end closing entries.
- Various ad-hoc reports and spreadsheets.

#### General Administrative

- Assist Controller in various administrative functions.
- Other duties as assigned.

**Skills and Abilities Required**

- General understanding of accounting practices and principles
- Experience with automated accounting programs and systems. Ajera and/or Studio Designer a plus.
- Proficient in Microsoft Outlook, Word, and Excel
- Attention to detail
- Ability to communicate effectively both in written format and oral presentation
- Ability to maintain organization in a changing environment
- Ability to multi-task, establish priorities and meet deadlines
- Exhibits initiative, responsibility, and flexibility

**Education and Experience Required**

- High school diploma or equivalent required; Associate's or Bachelor's degree in Accounting preferred.
- Minimum of five years of related work experience preferred.