



## **Sr. Project Accountant – Residential Studio**

### **About us:**

Since its founding in 1974, Architect's Orange (AO) has evolved from a 2 man single office to an award winning full service firm spanning a campus of 5 buildings, an engaged staff of 275+ souls and 9 Studios (Multifamily, Restaurant, Retail, Structured Parking, Commercial, Mixed Use, Hospitality, Landscape and Industrial/Office). Just like Historic Old Towne Orange where we are located, AO is family focused, hardworking and built to last. We value service, our people, a roll up your sleeves attitude and continuous improvement. If you are young in your career, come grow with us. If experienced, come get better with us. There is no one like you, and there is no place like Architects Orange.

Recent Awards (since 2016): 3 Gold Nugget Grand, 11 Gold Nugget Merit, 7 BALA awards and more.

### *Core Expectations:*

- Project Setup in Deltek
- Monthly Billing and Invoice Preparation
- Monthly Accounts Payable processing for consultant invoices and reimbursable expenses
- Accounts Receivable – contact client regarding unpaid invoices and coordination with outside collection service when necessary
- Maintenance of project billing files and archiving of inactive projects
- Must have knowledge and experience with Deltek

### *Some things we'd love to see:*

- Possession of Bachelor's Degree in Accounting or 3-5 years of experience in a project accountant role
- Multitasking ability, ability to gather, calculate and analyze figures and ability to communicate and coordinate effectively with other staff
- Proficiency with MS Excel and Word

### **Benefits:**

We offer all the benefits of a big firm, with all the human connection of a small one. You will never be a number at AO. Come join our community.

### *Partial list of benefits:*

- Full Suite of Medical, Dental, Life & Supplemental Insurance
- Ongoing Education and Exam Reimbursement
- Most Medical Plans fully paid for employee only coverage
- Company Paid Basic Life Insurance & Long Term Disability
- Retirement Plan, Health Savings and Flexible Spending Accounts
- Overtime Compensation for Hourly Employees
- Paid Vacation, Holidays and Sick Time
- Flexible Schedule
- Rail Station one block from campus

### **Contact Info:**

To apply, please submit your resume, studio preference and/or portfolio to [ritac@architectsonrange.com](mailto:ritac@architectsonrange.com)