Job Title: Project Accountant / Operational Accounting

Firm Name: CO Architects

Location: Los Angeles, CA

Firm Profile:
CO Architects is a Los Angeles based 125-person architecture firm with an extensive portfolio of award winning institutional projects. CO Architects was founded more than 30 years ago based on a culture of collaboration, integrity and mutual respect and is committed to continuous learning in support of professional and personal growth.

CO Architects is seeking an experienced and talented professional to work collaboratively with our accounting team to provide both project and operational accounting.

CO Architects is an equal opportunity employer and offers a full range of generous benefits including healthcare, employer match in 401K, profit sharing, paid time off, and a firm-sponsored education program that encourages effective training and career development. This is a fantastic opportunity for a professional who thrives in a dynamic and creative environment.

Salary Range: Commensurate with experience

Essential Duties and Responsibilities:

- Support the firm’s vision and strategic goals
- Work closely with the Chief Financial Officer and the firm’s project leaders to facilitate financial performance objectives
- Project accounting including design team liaison, project budgeting, performance analysis, client billing, labor and expense tracking, consultant fee management, etc.
- Firm-wide operational accounting including financial analysis and reporting, monthly and year-end closing, year-end financial planning, etc.
- Coordinate CPA’s annual review, audit and tax compliance functions
- Develop and implement continuous improvement of accounting policies, systems and procedures

Qualifications and Skills:

- Bachelor degree in accounting or finance
- Experience within a related project focused industry
- Deltek Vision accounting software experience preferred
- Comprehensive understanding of project accounting including billing, budgeting, labor and expense tracking, and facilitating optimal financial performance
- Project experience with construction budgets >$20M
- Detail-oriented, proactive and capable of effectively managing multiple tasks, projects and deadlines
- Effective written and verbal communication skills
- Self-motivated and self-directed while contributing to a collaborative team environment
- Innovative spirit willing to challenge standards where opportunities for improvement exist

To Apply: Please email careers@coarchitects.com with the subject Accountant / AIA LA / Your Name