

Job Title:

Project Accountant

Firm:

CO Architects

City:

Los Angeles, CA

Firm Profile:

CO Architects, a Los Angeles based 100+ person architecture firm is seeking an experienced Project Accountant to join our accounting team. This is a fantastic opportunity for an accounting professional who thrives in a collaborative creative environment.

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. The firm is an equal opportunity employer and offers a full range of generous benefits including healthcare, employer matching 401K, profit sharing, paid time off, and a unique education program.

Salary Range:

Commensurate with experience

Essential Duties and Responsibilities:

- Project accounting including design team liaison, project budgeting, client billing, labor and expense tracking, consultant fee management, etc.
- Work closely with the firm's Chief Financial Officer, Principals, and accounting team members to ensure financial performance objectives
- Provide accurate and timely project financial analysis and reporting
- Develop continuous improvement of project accounting policies, systems and procedures

Qualifications and Skills:

- Bachelor and/or Master degree in business, accounting, finance or related discipline
- Experience within a related industry (architecture, engineering, construction, other project focused business)
- Knowledge of Deltek Vision accounting software a plus
- Detail-oriented, proactive and capable of effectively managing multiple tasks 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

Contact Info:

Please submit your resume to careers@coarchitects.com with the following subject:

Project Accountant / AIA-LA / Your Name