

Job Title:

Project Accountant / Controller

Summary:

CO Architects is a Los Angeles based 100 person architecture firm with an extensive portfolio of award winning institutional projects is seeking an experienced and talented Project Accountant/Controller to join our accounting team to provide leadership related to financial, accounting and project management initiatives.

The firm 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 firm-sponsored education program that encourages effective training and career development.

The successful candidate will be responsible for financial analysis and reporting, forecasting and budget management; and oversight of project accounting, invoicing, payroll, accounts payable, and accounts receivable. This is a fantastic opportunity for a seasoned professional who thrives in a dynamic and creative environment.

Essential Duties and Responsibilities:

- Support the firm's vision and strategic goals
- Work closely with the Chief Financial Officer and the firm's Principals to ensure financial performance objectives
- Leadership and oversight of accounting operations including project accounting, payroll, consultant and accounts payable, accounts receivable, employee timesheet and expense processing, etc.
- Oversee monthly closing and provide accurate and timely financial analysis and reporting
- Monthly reconciliation of operating account and general ledger
- Develop and update annual/quarterly operating budget
- Support year-end financial planning
- Liaison with Project Managers to ensure financial performance goals
- Project accounting oversight including billing, percent complete and WIP analysis, updating monthly labor projections, consultant fee management, etc.
- Provide accurate financial data to outside entities including CPA, bank, insurance providers, valuation consultants, regulatory agencies, etc.
- Coordinate CPA's annual review, audit and tax compliance functions
- Ensure proper qualifications in states where the firm does business
- Provide general and accounting software training to the accounting team and others
- Develop and implement continuous improvement of accounting policies, systems and procedures

Qualifications and Skills:

- Bachelor and/or Master degree in business, accounting, finance or related discipline
- Senior accounting position experience within a related industry (architecture, engineering, construction)
- Expert knowledge of Deltek Vision and Microsoft Office
- Comprehensive understanding of project accounting including billing, budgeting, labor and expense tracking, percent complete accounting, WIP management, 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

Salary Range:

Commensurate with experience

Contact:

Please submit your resume via email to ezukowski@coarchitects.com

Please use the subject: **Project Accountant-Controller / AIA-LA / Your Name**