

ARCHITECTS ORANGE

DIRECTOR – FINANCE AND ACCOUNTING

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 285+ 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.

Summary:

The Director of Finance will be responsible for leadership and oversight of the Finance & Accounting operations of Architects Orange, LLP and individual Partner corporations. This position is also responsible for providing financial analysis and reporting, implementing and maintaining internal financial audits/controls across all departments, development and execution of organization's strategic financial plan as well as providing oversight of Accounts Payable, Accounts Receivable, Billing, Payroll and day-to-day accounting operations. The individual must have experience at a project based organization with AEC experience preferred.

Core Expectations:

The following list is provided to give a general description of the position's duties. The exact duties will evolve as an analysis of AO's needs and desires occurs over the tenure of employment.

In compliance with Company policies, procedures, standards, guidelines as well as applicable federal, state, and local law, codes and regulations, the Director of Finance shall oversee and perform the following:

AO CORPORATE GENERAL

- Provide Oversight for the following:
 - Semi-Monthly Payroll processed by Accounting/Payroll assistant
 - Monthly Bank Reconciliation
- Interface with outside audit firms, banks, and credit card companies.
- Maintain a corporate schedule of all financial commitments; insurance, leases, licenses, loans, etc.
- Drive compliance with AO Corporate financial calendar in close cooperation with Director of Operations
- Prepare information required for annual quoting of Corporate Insurances
- Prepare annual financial information for accountant
- Manage the capital request and budgeting processes
- Prepare and issue timely monthly financial statements
- Prepare monthly financial statement analysis and provide financial analysis tools when necessary
- Manage commercial banking relationships to facilitate applicable credit resource under highly competitive terms
- Maintain up to date corporate financial information

- Where necessary, in close collaboration with Partners and third party auditors, improve current reporting processes to increase clarity and understanding to enable swift decision making amongst the executive management team
- Oversee the company's transaction processing systems

ACCOUNTS RECEIVABLE, PAYABLE AND BILLING

- Provide oversight of AP processes including but not limited to invoice reconciliations, corporate credit card processing, expense reports, Partner payment issuance, 1099 preparation and distribution
- Prepare monthly statements on AR and Billing status
- Oversee implementation of and adherence to a standard collections process
- Oversee the standard collections process and work closely with Director of Operations and Partners in engaging external resources for collection matters
- Provide timely response to client questions
- Centrally track at the corporate and profit center levels all Proposals and PSSA's through to execution
- Prepare weekly report on status of incomplete Contracts and PSSA's for Partner review

PARTNER CORPORATE ACCOUNTING – 8 corporations

- Provide oversight of the following:
 - Payroll for each corporation once per month
 - Monthly bank account and credit card reconciliation
 - Quarterly and annual payroll and corporation tax filings
- Preparation of monthly financial statements
- Develop, maintain and track Partner quarterly draw calculation and distribution
- Prepare annual financial information for accountant
- Maintain a schedule of all financial commitments; insurance, leases, loans, licenses etc.
- Prepare information required for annual quoting of any requisite Corporate Insurances

PAYROLL:

- Provide oversight of Company payroll processing and review of payroll related tax filings (ie: W2, 941, DE9 etc)

401k AUDITS

- Work in conjunction with HR/Director of Operations to provide Internal Auditors with necessary information for Form 5500's

STRATEGIC

- Assist in formulating the company's future direction and supporting tactical initiatives
- Develop financial and tax strategies
- Refine key performance measures and monitoring systems that support the company's strategic direction
- Participate in key decisions as a member of the executive management team
- Assist in the selection, purchase and implementation of new ERP system

ADDITIONAL PARTNER SUPPORT

- Report to Partner(s) any applicable issues or concerns
- Handle specials tasks as required
- Manage personal accounts as required

SUPERVISORY RESPONSIBILITIES:

Manage overall direction, coordination, and evaluation of Accounting Department, currently 8 full time staff.

To perform these supervisory responsibilities in accordance with the Company policies, procedures and applicable federal, state and local laws, codes and regulations. Responsibilities include interviewing & hiring, planning, assigning & directing work, rewarding & disciplining employees, performance reviews, addressing complaints and resolving problems.

Education/Experience:

- 7 or more years related experience, or equivalent combination of education and experience
- Bachelor's Degree in Finance or Accounting or related field.
- CPA(Inactive Status is okay)
- Experience with AEC preferred, project based organizations a must.

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

Please apply online via our careers page :

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=7836&clientkey=E03D692347E20995CF41277C3DF4D75A>