



Accountant

EHDD is an award-winning firm that provides architecture, interiors, planning and urban design services for educational, residential, institutional, commercial, and civic clients. We are looking for a full-time experienced Accountant at our San Francisco location. This position will be involved in all areas of Accounting and Project Management, and will answer directly to the Controller.

The primary responsibilities of this position include:

- Review new hires in payroll system; ensure accuracy and completeness of all required information
- Manage workflow to ensure all accounting transactions are processed accurately and timely
- Prepare monthly billing to clients
- Perform monthly labor audit for all employees, reconcile and track adjustments to benefits and coordinate with managers when necessary
- Prepare and process weekly payments to vendors and consultants
- Monthly posting of general ledger transactions, reconciliation of accounts; research and resolve discrepancies
- Prepare monthly journal entries, financial statements
- Conduct variance analysis of expenses when warranted
- Respond to payroll inquiries from managers and employees in a timely manner

Qualifications

- 4-year degree from a fully accredited college or technical school in Business or Accounting
- Minimum of four years of directly related experience in A/E industry
- Experience processing A/P, A/R, P/R, G/L, Billing, Bank Account reconciliation, Fixed Asset reconciliation, Income Statement & Balance Sheet reporting
- Detailed knowledge of and experience in Deltek system, ADP Payroll, Excel, Word, Outlook
- Ability to work effectively within a collaborative team environment
- Strong communication and interpersonal skills

This is a full-time position with competitive salary and benefits. Please send your resume along with a letter of interest explaining why you want to work at EHDD and how you'd make a great fit for this position to HR@ehdd.com.