

## Accountant/Accounting Staff

EHDD Architecture, a national leader in architecture, design, and sustainability is seeking an Accountant to join our team. The accountant will support offices in San Francisco and Seattle and be responsible for timely and accurate preparation of financial accounting data in a variety of areas. It is essential that this candidate brings analytical and organizational skills in order to best support the accounting team.

### Responsibilities:

- Process General Accounts Payable and Engineering Consultant Payables. Code invoices to proper G/L account number/Project number; enter data to Deltek system; prepare invoices for payment and produce checks payable to vendors. Track consultant invoices against approved fees and prepare monthly status reports. Reconcile invoice differences with Engineering firms/other vendors.
- Set up new projects and fees in Deltek system, work directly with the project manager to prepare monthly invoices for clients, reconcile project fees, and collect outstanding invoices.
- Prepare monthly management reports for staff utilization from Deltek reports.
- Prepare bank deposits of payments received; enter receipts to Deltek Accounts Receivable.
- Reconcile General Ledger accounts and bank accounts monthly; maintain schedules of prepaid expenses, and depreciation.
- Process bi-weekly payroll with ADP payroll service.
- Assist with new employee orientation, monitoring of insurance benefits; assist with benefits open-enrollment process; update insurance plans for new hires/terminations.
- Prepare project analysis as requested; prepare financial analysis as requested; prepare journal entries and produce monthly financial statements from Deltek system.

### Experience:

- Five years' work experience in Architectural/Engineering industry accounting positions.
- Three or more years' experience working with Deltek software.
- One or more years' experience working with Deltek VantagePoint software.
- Familiarity with Employee Benefits Administration.

Skills:

- Must be very detail-oriented, accurate with data-entry.
- Strong Excel user, good Word skills.
- Familiar with ADP WorkForce Now a plus.