

## IT'S TIME WE MEET | DANIELIAN ASSOCIATES IS SEEKING AN ACCOUNTANT



Danielian Associates is an award-winning architecture and planning studio currently looking for an Accountant to join their team in Irvine, CA. The firm will celebrate its 50<sup>th</sup> year in business in 2018 and, most importantly, embraces a work-life balance along with a positive, empowering work environment and culture. As an Accountant, you will work with the CFO, Contracts Administrator, and management teams to skillfully execute and take ownership of the following responsibilities:

### Responsibilities

- **Accounting:** Overall detailed GAAP accounting and G/L entries; maintain financial records (physical and computer)
- **Billing:** Prepare client invoices (generally monthly), including software billing reports, analyses, and coordination with Principals and Project Managers; timesheet adjustments/transfers
- **Contract Accounting:** Coordination with Contract Administrator for input of contract fees, additional services, and budget revisions
- **Project Management:** Run project reports, budgets, and create analyses for Principals / Project Managers
- **Accounts Receivable:** Manage cash/wire receipts, monitor and follow up on collections
- **Accounts Payable:** Coordinate and assist with timely processing of vendor and consultant payments
- **Cash Management:** Prepare monthly bank reconciliation and assist in monitoring cash flow
- **Insurance:** Assists with information required to maintain liability and benefits insurance
- **Special Projects:** Assist with ad hoc projects, reports, annual corporate meetings, and presentations

### Requirements

- Significant experience working with Deltek Vision software
- Minimum 3-5 years relevant accounting experience
- Bachelor's degree in accounting preferred
- Public accounting firm experience a plus
- Experience in a professional services firm a plus
- Strong capabilities in Microsoft Office, particularly Excel
- Impeccable ethics and character
- Positive, can-do attitude
- Strong verbal and written communication skills
- A true team player excited to contribute to a great company culture

**If you are a detail-oriented person and can manage numerous deliverables at once, we want to talk to you!**

DA maintains a strong company culture and was recognized as a Top Place to Work in Orange County in 2016 by the OC Business Journal. As a family owned business our values include **INGENUITY, INTEGRITY, PASSION** and **EXCELLENCE**, while practicing **COLLABORATION**, and **RESPONSIVENESS**. If you share these values, we want to speak with YOU.

Please send your resume with cover letter to Rob Hutchinson, CFO at [hello@danielian.com](mailto:hello@danielian.com) with subject header: I've Got What It Takes – Let's Chat