

Controller

Summary

The Controller is responsible for the preparation and communication of all financial and project accounting reporting. The Controller is responsible for preparation of financial projections, client invoices, cash management and asset/inventory management. This position provides oversight of all day to day accounting functions, including accounts receivable, cash receipts, accounts payable, cash disbursements, bank statement reconciliations and maintenance of all general accounting and project accounting records and files. The Controller is the primary contact with the external accounting firm, banking relationship and professional liability insurance provider.

Essential Functions:

- Review monthly billing worksheets with Project Managers and prepare final invoices.
- Run and post revenue generation journal, accrued consultant journal and miscellaneous general journals.
- Prepare monthly financial statements and associated accounting reports for distribution to the Board of Directors, the Shareholders and financial institution.
- Prepare annual general office budget; monitor monthly.
- Prepare monthly billing projection.
- Prepare required accounting documentation and act as liaison with accounting firm including tax planning and annual reviewed financial statement.
- Maintain all required project, client and vendor records in Deltek Vision.
- Post accounting transactions including cash receipts, payables, project & employee expenses, and semi-monthly payroll.
- Manage cash accounts.
- Manage and coordinate asset/inventory related to Multnomah County Property and book/tax depreciation schedule.
- Work closely with Managing Principal; communicate detailed financial information to ownership group.
- Perform audits of project costs, account reconciliation and ensure accuracy of financial information.
- Establish and maintain adequate internal control structure.
- Review annual 1099-Misc forms.

Supervisory Responsibilities:

- Supervise accounting staff as firm grows.

Qualifications:

- A graduate of an accredited Master or Bachelor of Accounting program, or related combination of education and experience.
- 5-10 years of experience in General Accounting.
- Proficiency in MS Office Suite.
- Experience with Deltek Vision preferred.
- Excellent organizational and time management and interpersonal skills are required.
- Must have excellent writing and communication skills.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the requirements and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the requirements of this job. While performing duties of this job the employee is regularly required to use hands and fingers, sit, stand, walk, bend, and reach. The employee must occasionally lift or move up to 10 pounds. The employee will be subject to moderate noise such as experienced in a business office with computers, printers and light traffic.

Note:

Nothing in this job description restricts YGH's right to assign or reassign duties and responsibilities to this job at any time. This job description reflects YGH's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

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Job will be closed on: Friday, February 17, 2017 at 5:00pm

Applicants must specify Controller in the subject line of their submission

Please submit a cover letter and resume to: Leslie Maynard | careers@ygh.com

To apply online, please visit our website at www.ygh.com