

YGHARCHITECTURE

architecture | interiors | planning | Portland, OR
find solutions, push the envelope, create beautiful habitats, be good citizens

We are passionate and committed to creating conscious, healthy and beautiful spaces.

We work in teams and believe that a unified collaborative culture empowers staff when producing their best work.

We are a JUST certified firm, 2x's over

We like to design together, eat together, have fun together. Join us!

YGH is an equal opportunity employer

OPEN POSITION: **Controller**

YGH is a nationally recognized architecture, interior design, and planning firm located in downtown Portland, Oregon. We serve a wide variety of clients throughout the Pacific Northwest and around the world. We are seeking a dynamic individual to work alongside our principals and project managers as we grow our firm and project type. We are hopeful to find someone who wants to make YGH their "professional home" for many years.

ESSENTIAL FUNCTIONS

Be passionate about working collaboratively with project managers to review billing and produce invoices.

Run and post revenue generation journal, accrued consultant journal and miscellaneous general journals.

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 and manage cash accounts.

Prepare required accounting documentation and act as liaison with accounting firm including tax planning and annual reviewed financial statement.

Maintain project, clients and vendor records in Deltek Vision database.

Post accounting transactions including cash receipts, payables, project & employee expenses, and semi-monthly payroll.

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.

ESSENTIAL FUNCTIONS

Masters or Bachelor of Accounting program or related combination of education and experience

EXPERIENCE

5-10 years of experience in General Accounting

SOFTWARE KNOWLEDGE

Deltek Vision, Microsoft Office Suite.

CONTACT

Send cover letter and resume to: careers@ygh.com

