

## Job Opening – Accounting Manager

### Firm Description

Walker Warner Architects is an award-winning San Francisco firm with a staff of 70+ that has completed many residential, winery and hospitality projects in California, Hawaii and other Western states. Our work is tailored to the uniqueness and diversity of each client and place, maintaining a consistent focus on design excellence, thorough project management and superior service. We believe in collaboration, continuous learning and sharing, and actively support candidates on the path to become licensed architects. Our office is friendly and spirited, with regular happy hours, field trips, and design-focused presentations. We are conveniently located in SoMa within walking distance of all major transit systems.

For more information about our projects and firm, please visit us on [Instagram](#) or our [website](#).

### Role Description

The Accounting Manager reports to the Chief Financial Officer and is responsible for supervising all accounting functions in the office in addition to financial analysis and reporting. This position will work alongside accounting staff as an individual contributor while overseeing two staff performing key accounting functions to ensure the timely and accurate recordation of all accounting transactions, the delivery of financial statements and reporting for the firm's management and tax compliance. The ideal candidate has a substantial background in all accounting activities within an office. Experience with an architecture firm is preferred.

### Qualifications

- Bachelor's Degree in accounting or finance; CPA preferred
- Minimum of seven years of accounting experience; within A/E/C, design or other professional services industry is preferred
- Strong understanding of GAAP, including accrual and cash basis
- Experience with S Corporations, including liaising with tax advisors preferred
- Experience with preparing and finalizing A/E/C contracts is preferred
- Experience with Deltek Vantagepoint or similar project accounting software
- Experience implementing new systems and processes
- Manages internal controls for financial and accounting transactions
- Excellent verbal and written communication skills
- Ability to manage multiple tasks and deadlines and a strong attention to detail are required
- Ability to work with sensitive financial information in a discreet manner
- Supervisory experience required
- Proficient in Microsoft Office Suite, Google Suite

### Primary Responsibilities

- Manage the month-end and year-end close process, ensuring timeliness and accuracy
- Oversee all aspects of the general ledger including chart of accounts, preparation and review of journal entries, accruals, allocations, and account reconciliations
- Oversee accounts payable, including timely vendor payments and processing of credit card statements
- Responsible for accounts receivable, including preparation and review of monthly invoicing and cash receipts
- Responsible for financial statements, including preparation and review of accrual and cash basis income statements, balance sheets, and other financial reports
- Responsible for providing the firm's tax advisor with information needed for tax filings
- Responsible for the bi-annual budgeting and forecasting process
- Assist the CFO with the preparation and review of client and consultant contracts
- Assist the CFO with an accounting system implementation
- Develop staff by managing (or evaluating) performance, setting goals, providing ongoing training, and maintaining strong employee relationships
- Participate in the development, implementation and compliance with Finance, Accounting, and Operational policies
- Ensures compliance with local, state, and federal government requirements
- Perform ad hoc duties as required by Firm Management

**Compensation and Benefits**

We offer a competitive compensation package including profit sharing, 401(k), health, dental, vision and long-term disability insurance, paid vacation and sick leave, commuter check and flexible spending accounts.

**How to Apply**

Submit cover letter and resume. We will acknowledge receipt of your information, but only candidates being considered for a position will be contacted. Please no hard copies, drop-ins or telephone calls. Reposting this job description elsewhere is not permitted.

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