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Locati Architects

Position: Accounting Manager, (hours negotiable)

Location: Bozeman, Montana

We are seeking an experienced accounting and finance professional to join Locati's team as Accounting Manager. This position is responsible for the financial state of the business and assists the owners with improving the firm's operational efficiency and aiding in our continued growth. The Accounting Manager will also handle accounting and finance tasks for several smaller subsidiary companies. We are interested in a dynamic team member who can perform the following duties:

- Plan, direct, and coordinate all accounting operational functions and perform the daily accounting tasks of the company.
- Develop and enforce internal controls to maximize protection of company assets, policies, procedures, and workflows.
- Manage the accumulation and distribution of monthly, quarterly, and annual financial data necessary for an accurate accounting of business results to the owners and outside CPA.
- Work with senior partners to efficiently develop budgets, provide access to project finance information, and ensure contract compliance and reporting.
- Monitor cash, funding balances, project configuration, and invoicing
- Manage AR/AP, supervising staff to ensure month end closings in a timely and efficient manner.
- Oversee employee expense reimbursements and approve payroll processing.
- Evaluate and understand current project management/financial software and suggest improvements.
- Manage various vendor and business insurance requirements for the company.

Requirements:

- Bachelor's or master's degree in accounting, finance, or related business administration with an emphasis in accounting.
- 5+ years' experience as an accountant, accounting manager, or similar role.
- Proficiency in accounting software and Microsoft Office products.
- Excellent written and verbal communication skills with attention to detail and accuracy.
- Ability to communicate complicated financial concepts to non-accounting professionals.
- Ability to work cohesively with an accounting team and firm ownership, as well as mentor/lead other administrative team members.
- Prior experience with accounting processes in a project-based industry preferred.

This is an in-office position at Locati Architects office in Bozeman, MT. Competitive pay (DOE) and a full benefits package are included.

Send cover letter and resume to careers@locatiarchitects.com