

Accountant and Business Administrator (Seattle)

MAKERS Architecture and Urban Design, LLC has an opportunity in our Seattle office for a full-time accountant and business administrator. We are a small, growing professional services office looking to add a valuable member to our team.

DUTIES

- Manage accounts payable and accounts receivable; perform payroll twice a month; and prepare monthly client invoices and quarterly tax returns
- Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, staff utilization, and/or other financial reports
- Assist the managing financial partner with drafting an annual expense budget, quarterly bonus estimates, and other financial reporting and analysis as needed
- Assist the company CPA with filing the annual partnership tax return and applicable local and state taxes
- Perform miscellaneous administrative tasks and office support duties, including ordering supplies, office event planning, greeting guests, and managing multiple phone lines

SECONDARY RESPONSIBILITIES

- Handle a variety of human resources support responsibilities including employee benefits administration, record keeping, and employee onboarding
- Support project managers in contract compliance, organization, and documentation
- Perform in-office IT support to include supply tracking/ordering, new computer and software set up, basic troubleshooting, and liaison with the company IT consultant
- Proactively look for ways to contribute and add value to the office

DESIRED SKILLS AND EXPERIENCE

- Bachelor's degree in accounting or related field
- Minimum five years' experience in a professional office setting
- Experience with Microsoft Office and QuickBooks or other accounting software
- Detail-oriented, with strong organizational and time management skills and an ability to prioritize
- Good people skills and a welcoming demeanor
- Able to work independently, respond to direction from all company owners and partners, and maintain effective working relationships with multiple employees and colleagues

Please send a cover letter and resume to NicoleL[at]makersarch.com. No phone calls please. MAKERS will verify employment eligibility with E-Verify.

Closing date: open until filled

MAKERS has been a leader in the urban, facilities, and military planning and design fields for 45 years, consistently taking on and shaping projects that help our clients, communities, and the profession. As a women-owned small business, MAKERS believes staff with diverse backgrounds enrich and benefit our team, firm, and community. We are proud to be an equal opportunity employer.