

## **BILLING & ACCOUNTING ASSISTANT**

Danielian Associates is an award-winning architecture and planning studio currently looking for a Billing and Accounting Assistant with basic accounting skills to join our team in Irvine, CA. The firm embraces work-life balance with nurturing work environment and collaborative team culture. As our Billing & Accounting Assistant you will work with the Controller, Contracts Administrator, CFO, and Project Management teams to skillfully execute and take ownership of the following responsibilities:

### **Responsibilities**

- **Billing:** Prepare client invoices (generally monthly), including software billing reports, analysis, and coordination with Principals and Project Managers
- **Accounting:** Assist with basic accounting duties and data entry utilizing accounting software
- **Contract Accounting:** Coordination with Contract Administrator and assist with input of billing terms, contract fees, additional services, and budgets
- **Project Coordination:** Assist with project reporting, budgets, and provide support to Principals and Project Managers
- **Accounts Receivable:** Assist with posting of payment receipts, monitor, and follow up on collections
- **Additional Duties:** Assist with ad hoc projects, reports, and presentations

### **Requirements**

- Experience working with accounting software
- Minimum 1-3 years relevant accounting/office experience
- Pursuing a Bachelor's degree in accounting preferred, or recent college graduate
- Experience in a professional services firm a plus
- Strong capabilities in Microsoft Office, particularly Excel
- Impeccable ethics and character
- Positive, can-do attitude, quick learner
- Strong verbal and written communication skills
- A true team player excited to contribute to a great company culture

### **A Real Plus**

- Experience using Deltek Vantagepoint – we are willing to train

### **Pay Scale**

- **\$25 - \$30 per hour**

**If you are a detail-oriented person and looking for a place to grow - we want to talk to you!**

As a family-owned business, DA maintains a strong company culture. We value **INGENUITY, INTEGRITY, PASSION,** and **EXCELLENCE**, while practicing **COLLABORATION**, and **RESPONSIVENESS**. If you share these values, we want to speak with YOU.

Please send your resume with cover letter to [hello@danielian.com](mailto:hello@danielian.com) with subject header: Job 005 Billing & Accounting Assistant – Let's Chat!