

CONTRACT & ACCOUNTING ADMINISTRATOR

Danielian Associates, an international award-winning global architecture and planning firm, is looking for a Contract & Accounting Administrator to join our team in Irvine, CA. Our firm embraces a work-life balance along with a positive, empowering work environment and culture. As our Contract & Accounting Administrator you will work with the CFO, Accounting and Administrative staff, as well as Project Management and Business Development teams, to skillfully execute and take ownership of the following responsibilities:

Job Responsibilities

- **Contracts:**
 - Coordinate with Principals, Project Managers, and Business Development team to prepare, edit, and finalize all forms of client proposals, contracts & subconsultant agreements.
 - Create and update contract templates.
 - File management utilizing MS File Explorer, Deltek Vantagepoint (ERP), & DocuSign.
 - Input of contract terms into ERP software, including coordination with Accounting staff on setup of billing terms, contract fees, additional services (ASR), and budgets.
 - Setup new projects, phases & ASR's in ERP software.
 - Client & Vendor setups, including individual contacts, W-9 requests, and Certificates of Insurance.
 - Project close-outs.
- **Accounting:**
 - Assist and backup for basic accounting duties and data entry utilizing accounting software.
 - Petty Cash: Maintain, secure and reconcile.
 - Check Deposits: Run through bank remote deposit system.
 - Company Credit Cards: Reconcile monthly statements, collect receipts, enter into Cash Disbursements, prepare for online payment.
 - Employee Expense Reports: Coordinate with staff for submission, review, and approval in ERP system.
 - Prepare weekly report of Cash Receipts.
- **Human Resources Administration:**
 - Assist with implementation of Benefits insurance, including changes in enrollments.
 - Update payroll withholding for benefits related items, including coordination with broker team.
- **Project Coordination:**
 - Assist with project reporting, budgets, and provide support to Principals and Project Managers.
- **Additional Duties:**
 - Assist with ad hoc projects, reports, and presentations.

Qualifications

- Understanding & experience with contracts, including legal and insurance terms.
- Strong capabilities in Microsoft Office, particularly Word, Outlook and Excel.
- Outstanding organizational skills.
- Experience working with ERP or accounting software.
- Minimum 1-3 years relevant contracts/accounting/office experience.

- Recent college graduate.
- Experience in a professional services firm a plus.
- 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 – though we are willing to train.

Compensation Scale

- \$60,000 - \$75,000 per year, based on experience and qualifications.
- Assumes full-time employment (40 hours/week), located in Irvine Office.
- Plus annual discretionary bonus.

If you are a positive person with a can-do attitude and love to work in a team environment, we want to talk to you!

DA maintains a strong company culture and was recognized as a Top Place to Work in Orange County 2024 by the OC Business Journal. As a family-owned business for over 56 years, we strive for EXCELLENCE as a foundation of our core values which includes INGENUITY, INTEGRITY, PASSION, COLLABORATION, and RESPONSIVENESS. If you share these core values and want to be involved in extraordinary design services and projects around the world, we want to speak with YOU.

Please send resume and cover letter to: info@danielian.com

Subject header: Contract & Accounting Administrator