

Dig Studio Office Manager and Accountant Job Description

Firm Description: Dig Studio is a firm of experienced planners, landscape architects and designers capable of delivering everything from complex regional plans to the perfect pocket park. At Dig Studio, we create rich experiences between people, nature and the urban landscape with solutions that enhance the quality of life in our communities, and add lasting social, economic and environmental value. We have offices in Denver's LoDo neighborhood and Downtown Phoenix.

General Job Description: This position is of high importance to the smooth financial and administrative operations of the Dig Studio Denver and Phoenix offices. Areas of responsibility will include Financial, Administrative and HR related roles and responsibilities as follows:

1. Financial Accounting
 - a. Full knowledge and experience with Ajera Accounting and Project Management System
 - b. Invoice preparation and follow up
 - c. Vendor Accounts Payable tracking and check cutting
 - d. Employee Expense Report review and processing
 - e. Coordinating Payroll with outside vendor ADP
 - f. Timesheet tracking and approval
 - g. Coordination Tax Preparation with the outside CPA firm
 - h. Preparation of monthly Financial Package for the firm's Partners and Principals including, Profit and Loss Statements, Balance Sheet, Summary Employee Utilization, WIP Report, AR Report and Summary Sheet
 - i. Preparation of Annual Financial Review Package for Partner Meetings (2 yearly)
 - j. Contacting Clients for AR over 60 days
 - k. Individual Project reviews as required with Principal and Project Manager
 - l. Quarterly Backlog Report
 - m. Monthly report for printing to allocate to projects

2. Administrative Functions
 - a. Coordinate Project Sub-Consultant Agreements
 - b. Ensure proper project contract documentation
 - c. Coordinate with Insurance Broker on Errors and Omissions, General Liability and Worker's Comp policies
 - d. Fill out and update Business forms and Licenses including monthly coordination with Denver Office of Small Business Opportunity (WBE submittals)
 - e. Coordinate Office Space Facility items such as repairs, purchases, supplies, lunch ordering for meetings, etc.

3. HR Functions

- a. Asset with Employee Onboarding and Terminations
- b. Coordinate with 401K outside vendor
- c. Coordinate with Health/Vision/Dental/Disability outside vendor on policy renewals and specific individual situations
- d. Assist with Office Policy updates and matters

4. Compensation

- a. Salary will be commiserated with years of experience and the skill set of the candidate to address the list of responsibilities described above. Minimum experience is 5 years and we are open to training up the skill set required if the candidate does not currently possess the current capabilities. Therefore, salary will be in a broad range of \$60 to \$85K depending upon the candidate's qualifications. We are looking for the right person with the skills and personality to be a key part of our growing practice and office culture.
- b. Dig Studio provides a full range of benefits including, Medical/Vision/Dental Insurance-, Short- and Long-Term Disability Insurance, 401K Salary Match and Profit Sharing and a flexible work schedule.

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