

ACCOUNTS PAYABLE/ACCOUNTS RECEIVABLE

AVRP Studios is a fast-growing architectural firm in Downtown San Diego and known for its innovative and award-winning work that encompasses Commercial/Workplace and Healthcare projects.

AVRP Studios has an immediate need for a full-time Accounts Payable/Accounts Receivable professional with the skills and experience listed below:

Skills and Requirements:

- 5-7 years of experience in the Construction/Architectural industries
- Bachelor's Degree in Accounting/Finance
- Accounts Payable – Review and Process Overhead, sub invoices, process AP checks
- Accounts Receivable -Collections, Deposit client checks, process credit card/wire/ach transactions
- Monthly Billing (sending drafts to Project Managers, process final for signature and send to clients)
- Reconciliation of client accounts and filing
- Bank Reconciliation
- Experience with Deltek Vision accounting software is a plus – processing, reporting
- Outlook, Microsoft Word, Excel, SharePoint

Other Qualifications:

- Superior time management skills to meet deadlines
- Exceptional organizational skills
- Detail-Oriented, Multi-Tasker and Fast-Learner
- Excellent Communication Skills

Salary:

Compensation is commensurate with knowledge and experience.

AVRP Studios offers an excellent benefit package such as paid holidays, vacation, paid sick leave, 401K, 401K employer contribution, medical/dental insurance, and other benefits.

How to Apply:

Send letter of interest, resume and salary history. Resumes without **salary history** and requirements will not be reviewed or considered. Send Letter of Interest, Resume and Portfolio to Ana Becerra at abecerra@avrpstudios.com.

To protect the health and safety of our employees, AVRP Studios is a fully vaccinated office. All employees accessing our office must provide proof of their COVID-19 vaccination status. AVRP Studios is an Equal Opportunity employer and dedicated to diversity.

For more information about the Firm, visit: www.avrpstudios.com

11/28/2022