

Company: BKV Group
Location: Minneapolis, MN
Job Title: Accounting Manager
Reports to: CFO

Our Story:

BKV Group is a holistic design firm, providing a full complement of architecture, engineering, interior design, landscape architecture, and construction administration services. Since 1978, BKV Group has created customized and innovation design solutions for clients, growing from a sole proprietorship into a diverse partnership with practice sites in Chicago, Dallas, Minneapolis, and Washington, D.C. Serving clients locally and nationally, BKV Group authors great design, provides thoughtful experience, and delivers on our promise to exceed our clients' expectations.

Description:

BKV Group seeks an Accounting Manager with 5+ years of related experience to join our Minneapolis, MN office in the North Loop.

In reporting to the CFO, the Accounting Manager responsibilities include:

- Preparation of accrual monthly financial statements, consolidated statements and various other accounting statements and reports for monthly board review
- Assist, support, and review quality control of various accounting functions such as miscellaneous G/L entries, general ledger reconciliation, tax reconciliation, monthly bank reconciliation, month end close process, and maintenance of employee training and marketing budget tracking
- Quality control/review of general accounts payable, employee expense batches, and client billings
- Update and maintain fixed asset records
- Preparation of annual office budget
- Preparation and filing of sales and use tax
- Assist with cash management and cash projections
- Ensures compliance with all company accounting policies, procedures and internal controls.
- Assist with audit preparation as appropriate.
- In conjunction with Finance Director, maintain Shareholder records for tracking and reporting.
- Responsible for commission calculations.
- Special projects as requested

What we're looking for:

- Ability to work independently and deadline driven
- Detail oriented problem-solver
- Strong time management and organizational skills
- Excellent verbal and written communications skills
- Energetic with an ability to multi-task
- Ability to supervise and manage multiple priorities

Qualifications:

- Minimum 4-year accounting degree required
- At least 5 years of progressive accounting experience
- Advanced computer skills including high proficiency in Microsoft Office Excel
- Experience with Deltek Ajera or Deltek Vision software preferred
- Ability to work well with strategic management direction and provide strategic insight to tasks
- Must work well with team and variety of personalities
- Excellent organization, time management, and detail-oriented talents a must

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