Nvision Architecture, Inc.
1600 A Street, Suite 300
Anchorage, AK 99501
(907) 349-1425

Senior Accountant

Position Summary

Nvision Architecture is seeking a dynamic and detail-oriented professional to manage the financial operations of our Anchorage Headquartered design firm. This role is ideal for someone who thrives in a creative, fast-paced environment and is passionate about supporting innovative commercial design across Alaska. The role includes managing the organization's entire accounting efforts, overseeing financial record accuracy, accounts receivable, accounts payable, compliance with regulations (GAAP, tax laws, insurance, licensing, etc.), budgeting, forecasting, and preparing financial statements, while also providing strategic financial insights to upper management.

Key Responsibilities: Accounting & Finance

- Payroll, Payroll Taxes and Quarterly Reporting
- Collections
- Computer entries
- Cash disbursements journal
- Accounts receivable journal
- Deposits
- Prepare cash disbursements and receivables
- Prepare payables for payment
- Responsible for Master Job List
- Prepare annual 330 (Page 6) government form (annually)
- Updating the “System for Award Management” (SAM), which is necessary for businesses to do work with the Federal Government and corresponding 330 Form.
- Prepare and maintain financial statements with sub-ledgers
- Coordinate with external accountants for tax filings and audits
- Support HR functions including onboarding, benefits administration, and employee records
- Manage and prepare items needed for annual DOT audit, insurance renewals (health, general liability, worker’s compensation), and licensing (corp., state, and professional).
- Prepare end-of-year document for taxes for CPA.
- Responsible for employee files, health insurance, and administering 401K plan.
- Maintain project contracts, billing files, and accounting files.

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- Back-up for administrative staff, including Receptionist and Office Manager
- Other office responsibilities as assigned.

Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration, or related field
- 5+ years' experience in a similar role, preferably in architecture, engineering, or construction
- Proficiency in Deltek Vision/VantagePoint accounting software and Microsoft Office Suite
- Strong organizational and communication skills

Compensation & Benefits

- Competitive salary based on experience
- Paid Time Off (PTO)
- Health insurance
- Opportunities for professional development and growth within the firm
- 401K with employer matching
- Bonuses

To apply: Please email a cover letter and resume to contact@nvisionarch.com.

Nvision Architecture, Inc. is an Equal Opportunity Employer.