



## Accounting and Contracts Administrator

5+ years of experience

Norris Design Inc is seeking an Accounting and Contract Administrator professional with 5+ years' experience to manage and execute the key functions in a growing and fast-paced professional services company operating across 3 states and 8 offices. The role works directly with the company's accounting lead as part of the overall accounting team. Norris Design is a worldwide strategic partner in planning, landscape architecture and branding. We create value for our clients by combining excellent service with innovative solutions that can be implemented (in other words, our designs get built!). See what we mean at [www.norris-design.com](http://www.norris-design.com).

Execute the tasks and duties associated with accounts payable, client invoicing, accounts receivable, and contract management. This includes executing the on time and 100% accurate month end invoicing close outs and ensuring accurate record keeping and maintenance of all client and subcontractor contracts and documentation.

### What do we have to offer?

You'll be surrounded by strategic designers and creative people who love what they do and are forging their own career paths. You'll work with Norris Design team members across the nation who are all pursuing a broad variety of work in diverse sectors and interacting with our consultant teams on pursuits of every type and size. We believe it is our people that make our places so impactful. You'll have access to great technology, skill sets and creativity that knows no boundaries! And you'll be mentored, no matter how much experience you have — we foster partnerships built on respect, trust and a culture of collaboration that leads to better design. Our culture empowers people to jump in, advocate for progress and celebrate a diversity of ideas to bring our clients' visions to life.

### Our Baseline

- 5+ years of experience working on an accounting team with an emphasis in accounts payable and vendor management in a small to mid-sized company, preferably a professional services company
- 5+ years of experience in client invoicing and managing accounts receivable and executing a collection process.
- 5+ years of experience and expert level skills in QuickBooks or similar accounting software
- Experience in BigTime time tracking and invoicing software or similar software a plus
- 5+ years of experience in contract management and coordination
- Expert level skills in all Microsoft Office Products, with an emphasis in advanced level Excel skills
- Ability to work proactively with little supervision or direction
- Able to multi-task under strict deadlines in a fast-paced dynamic environment
- Excellent communication skills, attention to detail, follow up skills, and a positive attitude

### Key Accountabilities

- *Accounts Payable* – Manage the company's accounts payable process. Navigate the complexities associated with project-based accounting and payment terms.
- *Credit Card Reconciliation* – Responsible for keeping all company credit cardholder accountable for adhering to our credit card process and procedures, including billing to appropriate projects, entering and reconciling receipts into billing and bookkeeping systems, and reconciling of the monthly credit cards statements.
- *Contract Management and Coordination* – Coordinate the execution of project contracts, including triaging any required legal reviews, ensuring signed execution by both parties, and organizing and filing electronic copies, this includes all hired subconsultant management.
- *Certificates of Insurance* – Be the lead resource for procuring certificates of insurance as needed and lead the yearly renewal process. Learn to decipher contractual insurance language to ensure company's coverage is adequate.
- *Project Invoicing* – Execute the company's monthly invoicing process resulting in the accurate and on



time submission of monthly invoices to clients. Navigate the complexity of most clients requiring specific invoicing procedures be followed. Become an expert level user of the company's web-based invoicing software – BigTime.

- *Accounts Receivable* – Manage the company's accounts receivable. Execute the company's collection process in a timely and accurate manner. Research payment and outstanding balance issues to the point of resolution and payment. Make collection calls on a weekly basis. Develop strong working relationships with the accounts payable staff of the company's' clients.
- *Special Projects* – Work as part of the accounting team in the execution of research projects, data analysis projects, and projects targeting an increased level of efficiency for the internal operations of the company.

## Competencies

- Team Focused – Performs at a high level as part of team focused on a common goal, while executing a consistent process.
- Detail Orientation – Ability to meticulously handle details with a near perfect level of accuracy. An aptitude for consistent follow up, review, and double-checking those results in elimination of errors.
- Action Oriented – Knows what needs to get done and executes. Ability to anticipate needs; does not require daily direction or management.
- Communication – Good active listening skills backed by an excellent verbal, written, and personal communication ability that works across a variety of communication settings and styles. End result means consistently able to inform others by getting a message across with the desired effect.
- Multi-Tasking – Ability to support multiple job duties, tasks and projects in a fast-paced dynamic business atmosphere.
- Action Oriented Problem Solving – Good priority setting combined with perseverance in solving issues on a timely basis. Planning, organizing, negotiation and time management skills must be linked to a focus on results.
- Technical Skills - Strong computer experience in Microsoft Office, QuickBooks, and time and billing software. Technical skills allow the ability to operate comfortably in near paper free office environment.
- Time Management – Uses his or her time effectively. Values time. Can attend to a broader range of activities.
- Client Focus – Dedicated to meeting the expectations and requirements of clients. Establishes and maintains effective relationships with clients and gains their trust and respect resulting in the creation of a partnership with regard to invoicing and payment of invoices.

Full time team members are eligible for Medical, Dental, Vision, Supplementary Insurance and Dependent Care FSA and Healthcare FSA. A portion of the Medical and Dental premiums are paid for by Norris Design. Norris Design provides an employer paid Basic Life Insurance and Long-Term Disability Insurance as well as a 4% company match to our 401k plan. Team members that become new parents while employed by Norris Design also receive 6 weeks of paid family leave. Team members receives 8 paid company holidays per year and an accrual based PTO program starting at 15 days per calendar year. Plus year-round half day Fridays! The salary range for this position is \$60,000 to \$80,000.

## Sound Interesting?

If you're intrigued, send us a cover letter, resume, three (3) professional references, three (3) examples of InDesign work (you created independently), and (3) writing samples to [jobinfo@norris-design.com](mailto:jobinfo@norris-design.com). Please include your name, years of experience and the position you are applying for in the subject line of the email.

**No phone calls please.**



1101 Bannock Street  
Denver, Colorado 80204  
303.892.1166



*Norris Design is proud to be an Equal Employment Opportunity employer. We do not discriminate based upon any legally protected characteristics. All employment decisions are decided based on qualifications, merit, and business need.*