



12/12/2019

Business Manager Job Posting

KMB architects is seeking candidates for the position of Business Manager. Core responsibility is managing the overall financial health of the firm through timely delivery of the business and accounting functions of the firm.

About KMB architects

KMB architects is a dynamic and growing architectural firm headquartered in the State of Washington capitol city of Olympia with an emerging office in downtown Seattle. Recently awarded “*Fastest Growing*” and “*Best Places to Work*” by the South Sound Business Examiner, KMB architects has thrived since its founding in 1987. KMB architects provides a broad range of architecture, project management and consulting services for local and state governments, tribal communities, education, healthcare and business. Our mission is to provide “quality solutions through teamwork, leadership and commitment”.

By joining the KMB architects’ team, you will be a part of a collaborative and inclusive workplace. The firm places great value on individual career path mentoring and advancement through a culture of affirmation, mentorship and learning.

In addition to our outstanding office culture, KMB architects offers:

- Competitive Salary (Aligned with Experience and Qualifications)
- Great benefits package (Including medical and 401K Plan)
- Annual Bonusing (Firm has provided Semi-annual Bonusing last 5 years)
- Career Path Planning (Mentoring by Firm Leadership)
- Opportunities for Continued Education

KMB architects is an equal opportunity employer.

We celebrate diversity, creative thinking and quality solutions which result from the unique background of every person on our team. We do not discriminate based on age, race, gender identity, sexual orientation etc. and encourage all to apply.

KMB architects is seeking a leader in their field to be the primary advocate for the financial health of the firm. Sole responsibility for accurate and timely delivery of all KMB architect’s business and accounting functions, including but not necessarily limited to:

- Tax Reporting
- Compliance and Reporting to various State and Federal authorities, including audit support
- Client Invoicing
- Payroll
- Accounts Receivable and Accounts Payable
- Financial Statements
- Month End and Year End Closing and Reconciliations
- Transmission of data to the KMB architect’s accountant
- Transmission of data to the KMB architect’s 401k compliance firm
- Transmission of data to the KMB architect’s professional liability insurance company



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- All ad hoc tasks, reporting, and analysis.
- Management and maintenance of all project contract files, to include KMB architects-client agreements and KMB architects-Sub-consultant agreements. This task will require familiarity with the variety of contract formats in use with our clients, and regular and open communication with the contracting officers of clients and sub-consultant firms.
- Quality Control and review of KMB architects' proposals and sub-consultant agreements.
- Profitability tracking by project, using KMB architect's direct hour reports, sub-consultant expenses, and other miscellaneous expense reports.
- Preparation of monthly revenue forecasts.
- Administration of the KMB architects 401k plan.
- Administration of four separate employee health insurance plans (medical - Regence, dental – Delta Dental, vision - VSP, and supplemental – American Fidelity).
- General Human Resources tasks.
- Attendance at weekly, monthly, and annual Partner's meetings as necessary to report on financial management and strategic planning.

Knowledge & Skills:

Proficiency in Ajera or Deltek Vision accounting software preferred.

Financial & Accounting processes and procedures.

Strong interpersonal and communication skills.

Multi-tasking – Ability to coordinate, manage, and complete two or more tasks simultaneously while maintaining the required quality and quantity levels.

Develops (learning) – Actively seeks out new knowledge and information to improve skills and competence in self and others.

Thinking Creatively – Apply new ideas and thoughts to challenging situations.

Solving Problems – Accurately analyzes situations and implements effective processes and solutions.

Drive for Results – Sets high standards for self and others and consistently achieves results.

Qualifications:

- Minimum Bachelor's Degree in Accounting, Business Management or related field. Master's degree in Business Administration (MBA) preferred.
- Preferred 5+ years in business management and/or finance with a record of increasing scope of roles and responsibilities.
- Valid Washington State driver's license.

How to Apply:

- Applicants please provide cover letter and resume to careers@kmb-architects.com
- Position open until filled.

**The preferred candidate would work primarily out of the Olympia office.*