



AP/AR Associate

Position Description: Gould Evans is seeking an Accounts Payable/Accounts Receivable associate in our Kansas City studio to manage the accounts payable and expense report process. This position will work directly under the CFO maintaining the accounts payable and collection records for the Firm and provide financial related support to the Controller and Project Accountants.

Gould Evans' design portfolio is intentionally diverse – in project type, scale and location. This diversity is a strength that encourages innovative, critical thinking and discourages a formulaic approach. Above all, we work to create solutions that transform their surroundings, engage their occupants, sustain their environment and support our clients' missions.

We seek employees who share our values of intellectual curiosity, collaboration and passion for meaningful design outcomes. Currently, we have more than 150 associates across our Kansas City, Lawrence, New Orleans, San Francisco, and Phoenix studios. A recognized "Best Place to Work" by Ingram's Magazine, Gould Evans embraces equity, diversity and creative freedom as core values.

Primary responsibilities of the position:

- Review, input and accurately pay vendor and consultant invoices
- Code approved invoices to proper general ledger account and entity
- Works with the Project Accountant(s) to ensure timely payment of vendor and consultant invoices, identifying consultant invoices to be released for payment and research/ verify costs as needed
- Works with Project Accountant(s) & Project Manager(s) to ensure timely collection of project invoices and reporting status of outstanding receivables
- Prepares annual 1099's for distribution and filing with IRS
- Processes associate expense reports by verifying expense reports; submitting electronic bank payment twice per month.
- Reports sales taxes by calculating requirements on paid invoices.

This is a full-time position which includes generous benefits such as vacation time, sick time, medical, dental, vision, life and disability insurance as well as participation in a 401(k) and employee stock ownership plans.

We're seeking candidates with:

- Bachelor's degree in Accounting or related field required
- Minimum of 1 year A/P and/or A/R experience
- Excellent verbal and written communication skills with high degree of accuracy and attention to detail
- Strong organizational and analytical skills while interacting with vendors and consultants
- Proficiency with MS Office, and Deltek Vision, or other architectural/engineering financial accounting software, preferable

If this sounds like you, please submit your **resume and cover letter** to HR@gouldevans.com.
EOE/AA/Veterans/Disabled