GURRIMATUTE

# Position: Accounting Clerk

The Accounting Clerk's primary function is to assist the Director of Finance including but not limited to processing of A/P, various forms of data entry and document control; numerical review of contracts; credit card reconciliations, vendor/sub-consultant correspondence and digital and hardcopy filing. The Accounting Clerk should have prior experience with bookkeeping and should be receptive to training of new project management software.

## Job Responsibilities

- Accounts Payable:
  - Receive & process invoices from subconsultants & vendors
  - Confirm allowable amounts/percentages with Project Manager
  - Reconcile vendor & subconsultant accounts, resolve discrepancies if applicable
  - Request, collect and track Certificates of Insurance (COI's), W-9 forms and insurance renewals from the Company's various sub-consultants
  - Enter invoices into Quickbooks & Enterprise Resource Planning (ERP) softerware, specifically Unanet
  - Validate and process employee expense reports and receipts
- Credit card reconciliations and identify/confirm potential fraudulent credit card charges
- Digital data entry of project financial information into the project management system including all project reimbursables, time and expenses
- Support the Project Managers and Principals with the integration of project financial data into the new project management system
- Create new and adhere to existing Standards of Procedures (SOP's) and other company-related protocol
- Filing of paper and electronic documents as required.
- Assist in the collection of year-end documents for the Certified Public Accountant (CPA)
- All other administrative duties as assigned

## Essentials

- Very organized and very detail-oriented.
- Adhere to the firm's confidentiality requirements. Trustworthy and discrete.
- Good with numbers; can locate potential numerical mistakes.
- Systems and process-driven, able to adhere to operational procedures.
- A bright, astute and intuitive individual who possesses strong critical thinking and problem-solving skills.
- Self-motivated, eager to learn.
- Has the ability to work in a team environment, with multiple project managers, and on multiple small projects simultaneously.
- Strong interpersonal skills including excellent verbal/written communication skills.
- Valid State of Florida driver's license and dependable transportation.

## Job Requirements

**Job Type**
Full- or Part-Time

**Office Location**
Deerfield Beach, Florida

**Industry**
Architecture/Engineering

**Work Experience**
Prior bookkeeping experience required

**Education**
Associates in Arts (AA) in Accounting or Finance, minimum preferred

**Computer Skills**
Microsoft Office 365 (Word, Excel, Teams, and SharePoint), QuickBooks, Enterprise Resource Planning software (Unanet)

**Benefits**
Salary commensurate with experience
Promotion/growth and leadership opportunities
Matching 401K
Vacation, PTO & Holidays*
Group Health, Dental, and Vision Insurance*
Short-Term Disability Insurance*
Term Life Insurance*
**Benefits for Full-Time Employees only.*

**About Gurrimatute**
Since 1996, Gurrimatute is an award-winning architectural and interior design firm, headquartered in South Florida. We specialize in Transportation (Aviation and Seaports), Civic, Federal, Education, and Healthcare projects across the southeastern United States.

We blend technical expertise with creative vision, tackling every challenge with a hands-on, collaborative approach. We don't just solve problems—we embrace them. Whether designing complex infrastructure or refining spaces with thoughtful details, we bring precision and artistry together to create impactful, lasting solutions.

**Submit Resume to:**
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