

PURE + FREEFORM is a multiple award winning, solutions-based Architectural Metal Walls & Ceilings studio, with manufacturing focused on custom and contextual work for interior and exterior applications. Reporting to the VP of Finance, HR and Strategic Operations, this position offers an opportunity for personal and professional development with one of the youngest and forward-thinking brands in architecture and construction.

Many of our recent projects are well known brands, including the US Bank (Vikings) Stadium, 55 Hudson Yards & Hudson Yards Retail Center, Portland Japanese Gardens Cultural Village (with Kengo Kuma), National Museum of African American History and Culture, Chase (Golden State Warriors) Stadium, Under Armour Brand House in Chicago, NBA Flagship Store 5th Ave (NYC), Issey Miyake at Saks 5th Ave, Canopy by Hilton, and Expensify's Offices in Portland.

Job Summary

PURE+FREEFORM is currently experiencing rapid growth and we are seeking an experienced Financial Accountant to join our accounting and finance team. The Financial Accountant will be responsible for assisting with the preparation of monthly financial analysis reports, managing receivables and payables, developing and maintaining budgets, and building out financial reports, processes and controls. The successful candidate will also support payroll processing, collect pertinent information for third party audits, complete financial reporting and will be the first point of contact for accounting issues.

This position resides in the Twin Cities; and offers a competitive base salary, bonus and medical benefits.

Key Responsibilities

- Establishes and follows company's financial and accounting processes
- Support timely monthly, quarterly, half-year, and year-end financial close, including assigned journal entries, balance sheet account reconciliations, accruals, and overall maintenance of all operational management accounts
- Prepare monthly, quarterly and ad hoc reports with variance explanations
- Prepares appropriate invoices, carrying out billing activities and monitoring receivables
- Gathers and reviews expense reports for employees, creating a summary for management review within established deadlines
- Monitor policies and procedures for assigned departments, and identify and suggest improvements for accounting reporting and recording procedures
- Support accounts payable activities to ensure accuracy and timeliness of payments
- Maintain ongoing monthly cash flow updates
- Sustain commission schedules for sales team, and process to gather relevant information
- Prepare special financial reports as requested by management by collecting, analyzing, and summarizing account information and trends
- Comply with federal, state, and local financial requirements by studying existing and new legislation, and maintaining compliance
- Prepare documentation for external auditors, if relevant
- Complete business registration filings
- Collect and analyze industry trends to support new strategic rationale and direction
- Other duties as assigned

Required Qualifications and Skills

- Knowledge of basic accounting principles, practices and procedures
- Ability to read, interpret, and understand financial statements

- Proficiency in Accounting software, Quickbooks Online preferred, but transferable experience accepted
- Organizational skills with ability to manage numerous tasks concurrently, appropriately prioritizing workload to meet deadlines
- Ability to lead and interact with all levels, exercising the highest level of professionalism and quality standards
- Willingness to establish and maintain effective working relationships
- Proficiency in Microsoft products (Word, Excel, Outlook)
- Must be able to work autonomously, and must possess strong collaboration skills
- Excellent listening, reading, verbal and written communication skills
- Must have a positive can-do, attitude

Experience and Education

- BA/BS degree in Accounting or Finance
- 2+ years of applicable experience is preferred

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Exert up to 50 lbs. of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects.