

ACCOUNTING AND CONTRACTS ADMINISTRATOR

BRIC Architecture is seeking an Accounting and Contracts Administrator to join our team. As an integral member of our collaborative and mission-driven firm, the Accounting and Contracts Administrator will work directly with the Director of Operations and Senior Accounting Administrator to contribute to the management and execution of our accounting and contracts administration processes.

BRIC is seeking candidates who can fulfill a range of responsibilities, including:

- Accounts Payable Management, including but not limited to, setting up and maintaining vendor records, reviewing AP invoices for accuracy, recording AP invoices and processing payments, reconciling statements, and processing year-end reports
- Accounts Receivable Management, including but not limited to, monitoring accounts receivable to ensure timely payment and recording cash receipts
- Project Setup and Management, including but not limited to, setting up new projects with contact information, budgets and billing terms, and maintaining project files
- Contract Management, including but not limited to, creating consultant agreements and contract amendments using AIA Contracts software, maintaining a log of all project contracts and required certificates of insurance

This position also offers the opportunity to take on greater responsibility and grow within a collaborative and supportive environment.

We recognize that certain candidates may have well-developed skills in some of the listed areas of responsibility but have less experience with other aspects. We encourage all interested candidates to apply. Qualified candidates will demonstrate well-developed organizational and problem-solving skills, a high-level of accuracy with attention to detail, and a commitment to ethical standards and professionalism.

An ideal applicant will possess a working knowledge of Deltek VantagePoint or other AEC job cost accounting software and be fluent in Microsoft Office Applications and Microsoft Teams. Knowledge and experience in the AEC industry are bonus qualifications.

Candidates should send a cover letter and resume to careers@bric-arch.com. BRIC is open to discussing ways to remove barriers or burdens related to relocation to Portland.

About Our Firm:

BRIC is a community-focused architecture firm that works alongside students, educators, and local stakeholders to engage in authentic, value-driven conversations. Building Relationships and Inspiring Communities are more than the words of our firm name, they are central to how we approach every project. Our work is inherently collaborative; we champion processes that encourage diverse voices – especially those of the historically underserved – to come to the table, share their thoughts, and co-create comprehensive design solutions. This approach to educational planning, design, and community engagement reflects our commitment to dismantling biases that pervade the architecture industry. We partner with our clients to examine long-standing assumptions, reimagine existing buildings, and plan for innovative new facilities that inspire a more humane and just world. Together, we're designing safe, equitable, and sustainable environments that empower learners to change the world.

BRIC Architecture, Inc. is one of Oregon's largest majority-woman owned architecture firms.