



Position Available: Senior Accountant

[Available Light](#) is an award-winning, experiential lighting design firm specializing in the fields of Trade Show Exhibits, Architecture, Museum Exhibition, and Themed Entertainment. Our charge is the artistic and technical application of light to serve our clients and create emotional impact on those immersed in our work.

We're looking for a full-time, hands-on Senior Accountant who enjoys keeping the financial operations of a small, creative firm accurate, organized, and running smoothly. Reporting directly to the Executive Director of Operations, this role includes AP/AR, payroll support, reconciliations, and financial reporting. If you bring reliability, discretion, and a positive attitude to all you do, we want to hear from you! Ideally, this position will be based in our Boston HQ, though we are open to other studio locations (Los Angeles, NYC, Phoenix, and Raleigh). Or, for the right candidate, in a hybrid or remote situation.



Key Responsibilities

- Maintain the firm's financial records, ensuring day-to-day transactions including accounts payable, cash receipts, accounts receivable, and payroll are recorded accurately.
- Process invoices, review and reconcile reimbursable expense submissions, follow up on accounts receivable, and assist with client information requests as needed.
- Review and process employee timesheets and expense reports.
- Prepare financial statements, including the P&L and balance sheet; support revenue forecasting; and coordinate with the external CPA firm on year-end tax preparation and related financial reviews.
- Compile monthly sales tax data and supporting schedules for review and filing by our external compliance partner, and prepare reports related to vendor rebate programs and commission calculations.

Requirements & Skills

- A minimum of 5-7 years of accounting experience, with at least 3 years within the AEC industry.
- A natural affinity for data accuracy and the ability to reconcile complex accounts with a high degree of precision.
- Demonstrated ability to manage sensitive information (such as salaries, firm valuations, and legal documentation) with the utmost discretion.
- Advanced Excel skills with the ability to build complex spreadsheets, create Pivot Tables, and develop reports as needed.
- Demonstrated experience working in Deltek Vantagepoint (or Vision) highly preferred.
- A positive, highly dependable team player with a collaborative spirit, and a good sense of humor.
- Bachelor's degree in finance, accounting, or relevant field required.

Benefits

Available Light offers a generous benefits and vacation package including health/dental insurance, professional development/tuition reimbursement, childcare benefits, and an employer-contribution SIMPLE IRA retirement plan.

Salary Range: \$90,000–\$115,000

Actual base pay offered will be determined by factors such as experience, skills, training, location, certifications, education, and other factors permitted by law. Decisions will be made, within the posted salary range, on a case-by-case basis.

Available Light is an Equal Opportunity Employer; we seek candidates from all walks of life.

Email cover letter, resume, and electronic portfolio to: careers@availablelight.com

