

We're Hiring: Finance Coordinator

Cawley Architects, a Phoenix based commercial architectural firm, is seeking a detail-driven and proactive Finance Coordinator to join our dynamic team. This pivotal role blends accounting expertise with top-tier administrative support to keep our projects and operations running smoothly.

The Finance Coordinator will support all office staff and will be directed by the Chief Financial Officer (CEO). The main responsibilities of this position will be to excel at administrative and accounting functions to provide support to the CEO that would facilitate the achievement of the goals and objectives designed by the firm.

Key Responsibilities

- Manage accounts payable/receivable and monthly billing
- Oversee project budgets and set-ups in Ajera
- Support proposal development and RFP processes
- Maintain organized financial records and reports
- Assist with general office coordination and communication

Ideal Candidate

You have a background in accounting or administrative roles, a talent for organization, and the ability to thrive in a fast-paced, collaborative environment. Proficiency in Microsoft Office and a willingness to learn new systems like Ajera is essential.

General Information

This is a full-time, in-office position with the added flexibility of remote work on Fridays.

Apply now to lynettef@cawleyarchitects.com and become a key part of our growing team.