

Accountant

Washington, DC

Oehme, van Sweden & Associates (OvS) is an internationally recognized landscape architecture firm known for shaping the New American Garden movement and developing a distinct approach to naturalistic design. Our studio brings artistry, ecological sensibility, and technical rigor to residential, institutional, and public landscapes.

We are seeking a senior-level accounting professional who is energized by working within a creative, design-driven environment and who is prepared to serve as a strategic financial partner to firm leadership.

This is a high-responsibility role reporting directly to the CEO and overseeing all financial operations of the firm. The successful candidate will bring both precision and perspective — someone who values thoughtful stewardship as much as we value thoughtful design.

The position is structured for in-person, remote, or hybrid work. Employment will begin on a contractual basis but is intended to develop into a full-time exempt role within the firm.

Core Responsibilities

Accounting Operations

- Manage accounts receivable, accounts payable, and fixed asset management;
- Execute the monthly invoicing process in coordination with project managers;
- Review project contracts, billing schedules, and fee structures to ensure accuracy and compliance;
- Monitor work-in-progress (WIP) and revenue recognition;
- Perform monthly bank reconciliations;
- Manage check runs and disbursements;
- Prepare and file 1099s and 1096s;
- Maintain and strengthen banking relationships.

Financial Management & Reporting

- Prepare monthly and annual financial statements, budgets, forecasts, and cash flow projections;
- Develop and manage weekly cash flow reporting;
- Lead financial planning initiatives in collaboration with the CEO;
- Support year-end tax planning and coordination with external tax advisors.

Payroll & Benefits Administration

- Process payroll through RIPPLING;
- Administer 401(k) contributions and remittances;
- Manage health and employee benefit renewals;
- Oversee HR-related financial administration.

Compliance & Risk Management

- Prepare and file multi-state sales and use tax returns, personal property filings, and annual corporate reports;
- Coordinate and respond to audits;
- Prepare financial documentation for renewal of professional liability and general liability insurance;
- Work with insurance brokers on all company insurance policies.

Qualifications

- Bachelor's degree in accounting (CPA preferred);
- 5–7+ years of progressive accounting experience; experience in architecture, design, or construction environments strongly preferred;
- Demonstrated ability to manage full-cycle accounting independently;
- Must have experience with Deltek Vision or Deltek Ajera;
- Strong analytical and forecasting capabilities;
- Exceptional organizational skills and diligence;
- An ability to translate financial data into meaningful insight;
- Must be authorized to work in the U.S. without the need for current or future sponsorship.

Compensation

- Compensation is competitive and commensurate with experience (DOE).

Qualified candidates are invited to submit a resume and cover letter to employ@ovsla.com.

Only selected candidates will be contacted.