

POSITION DESCRIPTION

ACCOUNTING MANAGER

Full Time – Westlake Village, CA

About the Role

EPOCH Projects is seeking a hands-on Accounting Manager to oversee financial operations for a growing civil engineering, land surveying, and land planning firm of approximately 50 professionals. This role supports leadership directly and manages the day-to-day accounting systems that keep projects, billing, and reporting running smoothly. This is a high-trust position with visibility across the entire company.

Key Responsibilities

Billing & Revenue Operations

- Oversee monthly billing cycles
- Coordinate with project managers on invoice preparation
- Manage miscellaneous billing adjustments
- Support printing and distribution of invoices
- Review timesheets for accuracy and completeness

Accounts Receivable

- Monitor AR aging
- Follow up with clients on outstanding balances
- Coordinate payment tracking and collections
- Maintain receipt journal and bank deposit entries

Accounts Payable

- Process vendor invoices and reimbursements
- Manage check preparation and approvals
- Track recurring obligations and expenses

Financial Reporting

- Prepare weekly financial status summaries
- Assist leadership with performance tracking
- Maintain internal accounting dashboards
- Support project-level financial visibility

Bank & Credit Card Reconciliation

- Perform monthly bank reconciliations
- Reconcile credit card accounts
- Track expense allocations

Executive Coordination Support

- Prepare internal accounting summaries for leadership
- Assist with vendor coordination when needed
- Support financial organization during busy billing cycles

Monthly Close Activities

- Reconcile accounts
- Prepare Nelson legacy accounting review items
- Coordinate internal reporting updates
- Support financial documentation organization

About Us

- Top tier civil engineering, land surveying, and land planning company servicing Southern California.
- A culture that encourages a relaxed, yet professional work environment.
- Emphasis on employee mentorship, cross-training, and providing career advancement opportunities.

Compensation

- Competitive benefits including 401k, Dental, Vision, Medical, Paid Holiday, Paid Time Off, and Sick Leave.
- Salary range 20-30\$ an hour and will be determined based on experience and ability.

Ideal Candidate Profile

We are looking for someone who:

- Thrives in a professional services environment
- Is comfortable working directly with leadership
- Enjoys building structure and improving systems
- Can manage multiple responsibilities independently
- Communicates clearly with technical staff

Preferred Experience

- 5+ years accounting experience
- Experience with project-based billing environments
- Familiarity with engineering, architecture, or consulting firms preferred
- Experience with Unanet (strong plus, not required)
- Strong Excel skills

Compensation & Benefits

- Competitive salary based on experience
- Performance-based bonus opportunities
- Health benefits
- 401(k)
- Long-term growth opportunity inside leadership-facing role

Why Join EPOCH

EPOCH Projects is one of the largest civil engineering and surveying firms in the Conejo Valley region. Our team supports major infrastructure, development, and entitlement projects throughout Southern California. This role sits at the operational center of the company and plays a meaningful part in our continued growth.