

G&A Strategy Accountant

Gallagher & Associates (G&A) is recognized internationally as a leader in creating successful, engaging experiences — synthesizing the physical and digital worlds in ways that move people, momentarily stopping time and creating lifelong impact.

Leveraging nearly 25 years as a leader in the museum master planning, exhibit design, and branding worlds, G&A is pioneering new markets and new geographies. With an independent, founder-owned network of interdisciplinary design studios in New York City, Portland OR, Washington DC, and Singapore and G&A Strategy Offices in Cleveland, OH, G&A brings a highly regarded collaborative style, plus design and service excellence, to clients and public spaces around the world.

Working in collaboration with G&A's groundbreaking designers, the G&A Strategy team provides critical strategy and business planning services. During each phase of a cultural institution's life, the strategy team operates as a trusted advisor to the firm's clients, ensuring that each strategic and tactical decision leads to a project that is achievable in the short term and financially sustainable in the long-term. From right-sizing a project through responsible interpretive masterplans and feasibility studies, to ensuring its built on time and under budget through effective owner's representation services, to setting up and operating an institution for long-term success through financial and management advisory services, the strategy team is comprised of a proven group of interdisciplinary professionals, working side by side with the institution's leadership to ensure a project's strategy, structure, and execution support an institution's mission and strategic objectives.

We are looking for a highly motivated and diversely talented Accountant to join our team, who will be responsible for supporting our strategy projects across the firm's geographic offices and design studios. Ideally, this candidate will be located in Cleveland, OH.

JOB DESCRIPTION

The Accountant will assist in the development and execution of client accounting support, key market analyses, summary reports, and client presentations. S/he will lead in performing project-based accounting, data research, financial modeling, and presentation reporting. S/he will provide direct support to the G&A Strategy's leadership team, in service to the firm's clients throughout a project's lifecycle, or from concept to opening day and onto daily operations. S/he will coordinate her/his individual actions with both internal and project teams to deliver the highest level of customer service to our clients. The ideal candidate will possess keen accounting, analytical and organizational skills, as well as a strong collaborative mindset and interpersonal communication approach.

As a member of our diverse group your responsibilities will include:

- Accounting functions for client-related projects
- Review and input of day to day client accounting needs
- General ledger and financial statement inputs and drafting
- Industry Database research and analysis (e.g., attendance, salary ranges)
- Financial reporting & analysis (Budget vs. Actual performance, monthly and annual financial reporting, benchmarking analysis, etc...)
- Market Research (cultural attractions, demographics, economic development & impact, etc)
- Financial Modeling and forecasting for current and/or future operations (includes earned and contributed revenues, cost of goods sold and operating expenses, staffing analysis, breakeven and sensitivity analysis, and scenario planning, etc)
- Site and building space program review and analysis (Site review, Space Utilization Planning, Throughput Analysis, etc)
- Real Estate Analysis (Return on Investment, Payback, IRR, NPV, support of mission, etc.)
- Assist with business development activities for new G&A strategy pursuits
- Maintain an understanding of exhibit and museum development including feasibility, project financing, design, graphic design, media production and exhibit fabrication, general construction, and operations
- Maintain familiarity with museum industry standards: AAM guidelines, operational strategies

Skills and Knowledge

The successful candidate should have strong accounting, analytical, quantitative, research and problem-solving skills. An individual who can produce innovative insights from research and analysis. You should be able to think independently within structured guidelines, proactively communicate and possess a demonstrated history of the following:

- Solid understanding of business accounting principles, financial metrics and the use of spreadsheet programs
- Ability to solve practical problems and deal with variables in situations that are often ambiguous
- Strong business partnering and effective communication as part of a cross-functional team
- Organizational, project and time management skills resulting in strong follow through on multiple, on-going large and small tasks
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic forms
- Capacity to properly set and maintain priorities in a changing environment
- Consistency in performance, results and attention to details
- Provide clear and concise reporting

Basic Qualifications

- BS/BA Degree in Accounting and 2-5 years related experience in accounting or business/financial related role
- Intermediate to advanced experience with key analytical and presentation software, including Microsoft Excel/Google Sheets and Microsoft Powerpoint/Google Slides. Should have the ability to create queries, macros, pivot tables, formulas, and link spreadsheets/slides.
- Adept at comprehending proprietary databases
- Strong business communication skills (written and oral)
- Competency and comfort in public speaking
- Pleasant teamworking demeanor and attitude towards collaboration

Benefits Include:

Competitive Salary, Vacation, Sick, and Personal Holiday, Company Paid Holidays, Flexible Spending Accounts (*FSA*), Employee Referral Bonus Program, Medical Plan & Dental Plan, Summer Fridays and more...

OUR VALUES

It is an exciting time to join G&A and we have the core values to prove it — **Excellence, Impact, Integrity & Balance** shape our future and are designed and defined to help our team understand the link between strategy and relationship building. These values explain how the day-to-day translates into supporting aligned efforts and goals across the board. Join us as we continue to develop our future together, to fit our style and your success!

To Apply

Please send resume to igutierrez@gallagherdesign.com