



Accounting Manager

Employee Status: Full Time

Pay Range: \$85,000 - \$105,000 annual salary – depending on experience.

Work Schedule: 40 hours per week

Work Location: Business office, Tigard, OR

Reports To: Jennifer Marter, Owner

About Synergo |

Synergo is an inclusive community of people working together in the outdoor and aerial adventure industry. Since 1994, co-owners Erik and Jennifer Marter (alongside many others) have grown us into an internationally recognized company that partners with organizations using outdoor “high-adventure” activities as tools for recreation, growth and change. We do this by offering design, construction, program, training, inspection, consulting, equipment sales and more so that each of our clients can manage and operate risk-managed, fun, and educational activities.

The Role |

As the accounting Manager, the ideal candidate will be responsible for overseeing the accounting operations and financial activities of the company. The role will involve ensuring the accuracy of financial records and providing strategic financial guidance to the executive team. The Accounting Manager will play a crucial role in maintaining the financial health and integrity of our organization and supporting our growth trajectory while maintaining financial discipline and operational excellence.

Supervisory Responsibilities |

- This person will oversee other accounting / financial functions such as accounts payable, accounts receivable, general bookkeeping and payroll.

Your Responsibilities |

- Oversee and manage the day-to-day accounting activities of the company, including accounts receivable, accounts payable, general ledger, and payroll functions.
- Develop and implement accounting policies, procedures, and internal controls to ensure compliance with standards and best practices.
- Prepare and analyze financial reports, including balance sheets, income statements, and cash flow statements, tracking for WIP (work in process) & progress billings on your larger projects to provide accurate and timely financial information to the management team.
- Manage the annual budgeting process and monitor the company's financial performance against established budgetary goals.



- Coordinate with tax advisors to ensure timely and accurate completion of tax filings.
- Provide financial analysis and recommendations to support strategic business decisions and identify areas for cost optimization and revenue enhancement.
- Collaborate with department heads to support the achievement of company objectives and financial targets.

Qualifications |

- Bachelor's degree in accounting, finance, or a related field. Master's degree or CPA certification is desirable.
- Strong understanding of accounting principles, financial analysis, and budgeting.
- Proven experience (5 years) in a financial leadership role, preferably in outdoor adventure, tourism, construction, or related industry.
- Strong knowledge of accounting principles, financial regulations, and reporting standards (GAAP).
- Proficiency in accounting software, specifically QuickBooks and QuickBooks Online; advanced skills in Microsoft Excel and other financial management tools.
- Excellent analytical and problem-solving abilities with a keen attention to detail.
- Effective communication and interpersonal skills to collaborate with internal and external stakeholders.
- Ability to thrive in a fast-paced, dynamic environment and adapt to changing priorities and business needs.

Work Environment |

- In office at company headquarters located at 15995 SW 74th Ave, Suite 200, Tigard, OR 97224

Travel |

- There is no travel associated with this role.

Physical Requirements |

The physical demands of the job may include long periods of sitting and working in front of a computer screen.

Other Duties |

The job description above is not designed to cover or contain a comprehensive listing of activities, duties or other responsibilities that may be required of the employee. Duties, responsibilities, and activities may be assigned at any time with or without notice.



Equal Opportunity Statement |

Synergo LLC is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), race, color, national origin, ancestry, religion, sex, pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws. The Company is dedicated to the fulfillment of this policy regarding all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

Final Notes |

The requirements listed above are guidelines. If you feel you can perform this role, we encourage you to apply. "Experience" refers to both paid and unpaid work, including volunteer, student and pro-bono work, all of which meaningfully contribute to your skillset, knowledge, and competencies. You can boost your application by showing us you can do the work required of this role and explain how you are acquiring any skills that will help you excel in this work in the future.

If you have a unique need and require accommodation or assistance with our application process, please contact us to tell us how we can help.

How to Apply |

Send your cover letter and resume and current professional portfolio to our Human Resources Department at HR@teamsynergo.com.