



Description: Bookkeeper and Office Manager

Job Purpose: The ideal candidate for this position will be experienced as a bookkeeper in a small business environment, familiar with the “roller coaster ride” of cash management of a seasonal business, proficient with QuickBooks, and has a track record of closing prior month financials by the 15th of each month.

The Bookkeeper and Office Manager is an energetic, amicable, and highly organized individual who provides key support to the Owner and executive team of Edelweiss Landscape & Design, the premier Landscape Architect and Design Firm in this market in the areas of client relationship management, operations support, business metrics, and financial reporting. The Bookkeeper and Office Manager will work independently and with multiple Edelweiss team members. She or he is a professional in her or his own right, and, for many, will be the first face and voice of Edelweiss that many prospects, clients, or staff will encounter. This individual will have a passion for bringing order out of chaos, and is compulsive about completing their “to do” list for the day.

Job Duties:

- Provide timely and accurate financial statements
- Collect data from field operations and provide daily management reports as defined
- Demonstrate a professional attitude and appearance in all interactions with prospects, clients, and fellow Edelweiss teammates
- Provide executive-level support as required by the owner which includes, but not limited to: scheduling meetings, prospect and client communications, and deadline management of business commitments.
- Creates and revises systems and procedures for collecting information from the landscaping operations in a high energy, fast paced, seasonal driven business environment
- Inputs data and provides time sensitive key management reports to monitor the client satisfaction, financial health of the business, and employee morale
- Preparation of reports, analyzing data, identifying, and recommend or implement solutions.
- Contributes to team effort by accomplishing related results as needed
- Interacts with vendors, creates check run for A/P
- Collects and prepares timely all information for payroll
- Provides daily and weekly cash reporting and cash requirement needs on a proactive basis

Skills/Qualifications:

Financial Reporting Skills, Administrative Writing Skills, Microsoft Office Skills, Managing Processes, Organization, Analyzing Information, Constructive conflict resolution skills, Professionalism, Problem Solving, cash Collections, deposits, and A/P experience, Payroll experience.