

## **POSITION DESCRIPTION**

Progressive landscape architecture/design firm has a part time temporary opening for a front desk business/ office manager/executive assistant.

Financial responsibilities include full service bookkeeping using QuickBooks and Excel: invoicing, A/P, A/R, month end and quarterly reports, cash projections and management, project tracking and associated analysis, bank reconciliations, payroll administration.

Office administrative responsibilities include greeting clients, telephone, supply inventory + ordering, filing, administration of 401k, health and business insurance, and other duties as necessary.

## **REQUIREMENTS**

We are seeking a renaissance person with strong bookkeeping and financial analysis skills, plus excellent oral and written communication skills, attention to detail and ability to multi-task.

This person must be an independent self starter who works with limited supervision, but at the same time, works closely with the owner and staff on a variety of responsibilities.

Proficiency in bookkeeping/accounting procedures, using QuickBooks and Excel software, and exceptional oral, written and organizational skills are required.

## **CONTACT**

Please submit cover letter, resume and salary requirements to:

[linda@coenpartners.com](mailto:linda@coenpartners.com)

or

coen + partners

400 1st Ave N, Ste 210

Minneapolis, MN 55401