

POSITION DESCRIPTION

Progressive landscape architecture/design firm has an 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

or

coen + partners

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