



## Job Posting

Job Title: ACCOUNTING/BUSINESS MANAGER

Job Status: FULL TIME

Posting Date: March 8, 2023

Our growing Landscape Architecture firm located in Cool Springs/Franklin, TN is seeking an Accounting/Business Manager to perform day-to-day accounting functions and manage varied business and office management tasks. We are a small design firm with a creative office environment. Strong people skills, a team player, and willingness to have fun are necessary. Must be dependable and a quick study of software and processes.

### Minimum Qualifications

A minimum three years of accounting/bookkeeping experience *or* an associate/bachelor's degree in accounting (or related field) is required. You must have experience in Excel and Word. You should be highly organized and have a pro-active approach to your work. We use Deltek Ajera Accounting & Project Management Software for Architects & Engineers. Experience with this industry specific software is preferred, but not required.

### Responsibilities

General responsibilities include, but are not limited to:

1. Post payments received, process accounts payable, oversee outsourced payroll, manage employee benefit payments, reconcile credit card and bank statements.
2. Lead and execute monthly service-based billing.
3. Oversee and manage employee benefits (PTO, insurances, retirement plan).
4. Prepare books for monthly & year-end closing and assist outsourced CFO in all things financial and business management.
5. Manage office supplies and office maintenance.
6. Fulfill Ajera software Administrator role, overseeing user accounts and the general management of Ajera.
7. Set-up and revise projects in Ajera software as needed.
8. Manage the daily financial & business management activities of the firm and provide daily financial support for Partners.
9. Coordinate with our financial consultant team (CFO, CPA, Financial Planner) on the various financial tasks associated with the business & financial management, including quarterly and year-end tax preparation, financial institution coordination and reporting.
10. Maintain and update the employee handbook, as well as assist with coordination and preparation of annual employee reviews.
11. Assist with the new hire process, including posting job opportunities, receiving & organizing resumes, coordination of meetings and managing new hire paperwork.

### Additional Information

This is a salaried position based on 32 - 40 hours per week (negotiable) with benefits (PTO, Insurances, Retirement). Salary is based on experience and skill set.

If interested, please send resume to: [Diane@AllianceBFS.com](mailto:Diane@AllianceBFS.com)