



Job Title: Bookkeeper/Office Assistant

Schedule: 8-16 hours per week

Supervisor: Operations Director

Status: Hourly, non-exempt

Compensation: \$16 - \$18/hr

Benefits: Benefits for full-time employees include: 401(k) plan with employer matching, FSA & Dependent Care plan, Paid vacation

About Farmscape:

Farmscape is the largest urban farming venture in the country, with headquarters in Los Angeles and Oakland. We design, install, and maintain urban farms and sustainable landscapes for residences, restaurants, agrihoods and commercial sites.

For more information, please visit our website at www.farmscapedgardens.com

Job Responsibilities:

- Conducts routine data entry management for accounting records including accounts payable, billing, and accounts receivable via Quickbooks Online
- Reviews billing statements, invoices, and similar documents for accuracy
- Prepare Accounts Payable files and process checks for signing and distribution
- Review receipt data entries and management via Expensify
- Record and enter data for project tracking
- Maintain bookkeeping files and receipts
- Open, sort and direct incoming mail, prepare outgoing mail
- Answer, assist, and direct all incoming telephone calls to appropriate parties in a professional and friendly manner
- Manage and order office supplies
- Assist with various administrative and clerical tasks, as needed

Qualifications:

- At least 1 year of bookkeeping experience required
- Knowledge of bookkeeping practices and procedures
- Ability to use Quickbooks Online to record, store, and analyze financial data
- Proficient in Google Drive
- Accuracy and attention to detail required
- Knowledge of administrative and clerical procedures
- Excellent written and oral communication skills

To Apply:

Please send a cover letter and resume to employment@farmscapedgardens.com with the subject line "Bookkeeper". NO CALLS PLEASE.