



Refugia is an ecological landscape design/build and stewardship firm, with our design office and nursery located in Narberth, PA. Since 2015, Refugia has been offering distinctive native landscape design for both residential and commercial green spaces throughout the Greater Philadelphia Area and Jersey Shore. Major exhibitor and award-winner at the Pennsylvania Horticultural Society's Philadelphia Flower Show, Refugia is known for an immersive, naturalistic design aesthetic and meadow expertise at projects ranging in size from city yards to suburban estates.

Refugia's ground-breaking ecological initiatives include mapping the impact of 200+ suburban native habitats via our [Ecological Greenway Network](#) to promote connectivity for wildlife and restore ecosystem function to neighborhoods. Accolades include four 2022 APLD International Landscape Design Awards, Perennial Plant Association Residential & Show Garden Awards, PA-DE ASLA Residential Award, Go for the Green Award for Green Design & Development: Meadow Conversion 2021 & Commercial Site Greening 2017 as recognized by Lower Merion Township Environmental Advisory Council (EAC). Also, the Governor's Trophy for most innovative, visually stimulating, unique design (PHS Flower Show 2022), American Horticultural Society Environmental Award, PHS Educational Award & PHS Gardening for the Greater Good Award, Special Achievement Award of the Garden Club Federation of Pennsylvania.

Consciously led, and locally grown, Refugia offers an exciting opportunity for individuals looking to join a dynamic mission-based firm.

Job Description: Bookkeeper & Office Administrator

Refugia is an ecological landscape design-build looking for quality bookkeeping and administrative support in a friendly, creative environment. The Bookkeeper & Office Administrator should be excited about developing systems, improving efficiencies and supporting multi-faceted processes across departments (Sales and Design, Installation, Construction and Stewardship). The ideal candidate is a proactive collaborator who also excels at working independently to maintain company standards, timeliness and attention to detail.

Responsibilities:

- Lead billing/invoicing, accounts receivable/payable, managing purchase orders
- Oversee cashflow, AR/AP, managing monthly invoicing and collections process to ensure timely payments and reconciliation
- Maintain timely and accurate expense tagging
- Generate consistent project profitability reports to share with the managerial team
- Oversee month-end close process to provide timely financial reports, ensuring financial data is presented and elevated to management
- Cash/credit card reconciliations
- Bi-weekly payroll processing including mileage and expense reimbursements, 401k contributions, Healthcare deductions
- Point of contact for all payroll related questions from company employees
- Assist HR with new hire set-up in QuickBooks and Paychex
- Assist HR with all company benefit bill pay, compliance and updates

- Assist in the preparation of the organizational annual audit as necessary
- Support and manage software licensing for Design Team, including Adobe and Land FX software
- Understand the financial health of the business and work closely with the managerial team on financial decisions, budgets and forecasting

Requirements:

- Minimum 4 years accounting experience
- Bachelor's Degree in accounting, finance and/or business administration
- Strong computer skills demonstrating proficiency working with a variety of software including Quickbooks Online & Quickbooks Time, Microsoft Office, G-Suite, Paychex, Salesforce
- Excellent time management skills and ability to multi-task and prioritize work according to company needs
- Detail oriented and well organized to accurately and precisely meet deadlines and problem solve
- Proficient in time tracking software (Quickbooks Time), payroll and expense submissions, and approvals (Paychex)
- Proficient in general bookkeeping including tracking invoices, in progress payments, close out payments and purchase order system development
- Outstanding communication skills, a positive attitude and professional demeanor
- Excellent collaborator as it relates to intercompany coordination and holding team members accountable for time and expense tracking, ensuring efficient receipt of payments from clients, and clarifying subcontractor invoice status
- Adaptable to changing software, processes, and responsibilities, related to the needs of our rapidly growing small business
- Experience with HR duties is a plus
- CPA certification is a plus
- Experience with landscaping or construction is a plus

April start date. Compensation \$30+/hr commensurate with experience.

Part-time position 16-24 hours per week. Flexible schedule with some option to work remote. Must be available for in person hours as needed at our Narberth, PA HQ.

We are a small business that strives to nurture relationships with clients and staff; this is a great opportunity for an individual looking to grow within a mission-based small business.

Application via email with the subject heading 'Bookkeeper' to admin@refugiadesign.com including:

- Resume
- Cover letter
- Contact details for 3 professional references