

<b>Job Title :</b>	Landscape Bookkeeper	<b>Job Category :</b>	Bookkeeping
<b>Department/Group :</b>	Administration	<b>Job Code/ Req# :</b>	
<b>Location :</b>	Hybrid	<b>Travel Required :</b>	Some Travel Required
<b>Level/Salary Range :</b>	Competitive	<b>Position Type :</b>	Contract
<b>HR Contact :</b>	Human Resources	<b>Date Posted :</b>	
<b>Will Train Applicant(s) :</b>	Limited	<b>Posting Expires :</b>	
<b>External Posting URL :</b>			
<b>Internal Posting URL :</b>			

**Applications Accepted By:**

<b>EMAIL:</b> <a href="mailto:Admin@vacetime.com">Admin@vacetime.com</a> Subject Line : Employment	Company Name : VaceTime
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**Job Description**

**ROLE AND RESPONSIBILITIES**

As a Landscape Bookkeeper at VaceTime, you will play a crucial role in managing our financial transactions and maintaining accurate financial records. Your responsibilities will include, but are not limited to:

- Financial Record Keeping: Maintain organized and up-to-date financial records for all landscaping projects, including invoices, receipts, and expenses.
- Accounts Payable and Receivable: Process vendor invoices, track payments, and ensure timely collections from clients. Generate invoices for services rendered and monitor receivables.
- Payroll Processing: Administer employee payroll, including accurate record-keeping of hours worked, calculation of wages, and distribution of paychecks or direct deposits.
- Bank Reconciliation: Reconcile monthly bank statements and monitor cash flow.
- Budget Monitoring: Assist in creating and monitoring project budgets, providing financial insights to help optimize project profitability.
- Financial Reporting: Prepare and present financial reports to management on a regular basis, including profit and loss statements, balance sheets, and cash flow statements.
- Tax Compliance: Ensure compliance with all relevant tax regulations and prepare necessary documentation for tax reporting.
- Expense Analysis: Analyze expenses, identify cost-saving opportunities, and make recommendations for financial efficiency.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS / PREFERRED**

- Bachelor's degree in Accounting, Finance, or related field preferred.
- Proven experience as a bookkeeper, preferably in the landscaping or construction industry.
- Proficiency in accounting software (e.g., QuickBooks), Microsoft Excel, and other relevant tools.
- Strong attention to detail and excellent organizational skills.
- Knowledge of financial regulations and compliance.
- Excellent communication and teamwork skills.
- Ability to work independently and prioritize tasks efficiently.

Reviewed By :	Name	Date :	Date
Approved By :	Name	Date :	Date
Last Updated By :	Name	Date/Time :	Date/Time