

**Bookkeeper / Office Manager**  
**Part Time and Full Time Available**

Unity Landscape Design/Build and Unity Church Hill Nursery, located in the Church Hill, MD area, looking for an experienced Bookkeeper/Office manager who would love to bring his or her talents to our team. Minimum of 20 hours a week for the part time position and 40 hours a week for the full-time position.

**Compensation is based on experience.**

**Duties and Responsibilities:**

- Set up and help maintain company accounts in **QuickBooks**
- Accept payments and make bank deposits
- Manage accounts payable and receivables as well as performing reconciliations
- Oversee and manage physical inventory
- Assist current and new employees in filling out and updating all required paperwork (Tax Withholding's, Insurance Forms, Background Checks, I-9's, etc.)
- Record and track employee personal/sick/vacation leave
- Assist with maintenance of confidential and up-to-date Employee Files
- Answer phones, assist staff and interact with customers

**Qualifications:**

- **3-5 years** bookkeeping/accounting experience
- Associates degree in Business Management, Accounting, Finance or a related experience required, Bachelor's degree preferred
- Experience with **QuickBooks** a must!, Microsoft office 365
- Ability to work independently and as a member of a team
- Ability to prioritize and meet deadlines
- Strong organizational and communication skills
- Ability to maintain professional decorum and confidentiality

Job Type: Part-time or Full-time

**Benefits:**

- Flexible work schedule
- IRA
- Healthcare
- Paid Vacation