



# Accounts Manager

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Marek Landscaping, LLC is a design-build company founded in 1996 that provides sustainable design and construction services using low-impact design methods for native aquatic, riparian, upland, and woodland restorations, shoreline stabilizations, stormwater and erosion control best management practices, multi-use trails, parks and landscapes. We are an innovative, growing firm that is quickly expanding.

We are currently seeking an **Accounts Manager** to:

- Manage the daily bookkeeping, accounting, and financial aspects of the firm.
- Process Accounts Payable and Accounts Receivable, following through with vendors and clients.
- Negotiate credit terms with vendors.
- Produce, send, and manage invoices.
- Track all receipts, bank statements, and credit card statements.
- Prepare financial statements (Profit & Loss, Balance) and analysis.
- Complete and reconcile month-end closing and balance of accounts.
- Prepare annual budgets.
- Assist project managers with job costing and placing orders.
- Track inventory and assets.
- Process bi-weekly payroll and both federal and state payroll tax reporting.
- Produce certified payroll reporting for municipal jobs.
- Process sales and use tax reporting.
- Prepare bonding when needed.

Qualifications:

- Associate's or Bachelor's in accounting, finance, or related field.
- Proficiency with Intuit QuickBooks.
- Proficiency with Microsoft Office suite, especially Excel.
- Effective communication skills, both written and verbal, and strong organizational and time management skills.
- Ability to work independently.
- Prior experience doing bookkeeping or accounting for the Architecture/Engineering/Construction industry a plus.

Please send cover letter and resume to [info@mareklandscaping.com](mailto:info@mareklandscaping.com). Thank you!