

STARR WHITEHOUSE

Landscape Architects

and Planners PLLC

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www.starrwhitehouse.com

Part-Time Bookkeeper – 2-5 Years’ Experience

Starr Whitehouse, an award-winning landscape architecture and urban design practice based in New York City, with offices in Atlanta, GA and Hudson, NY, is looking to hire a part-time bookkeeper for our New York office. Starr Whitehouse’s current projects address climate change, urban design, resiliency and green infrastructure, park design, multi-use trails, open space equity, and multifamily housing. We collaborate with internationally acclaimed architects and engineers and foster a creative, energetic atmosphere that is challenging to team members and attentive to quality of life.



We’re seeking a meticulous and highly organized individual to join our admin department and report to the Comptroller. The Bookkeeper will play a vital role in ensuring the accuracy of our financial records and efficiency of our monthly finance cycles. The ideal candidate is a person who thrives in a deadline-driven environment, can easily prioritize and pivot to last-minute tasks, and maintains a high level of discretion.

Responsibilities:

- Reconcile and maintain the Accounts Receivable, Accounts Payable, and operating expense accounts prior to month-end close
- Prepare client project invoices and supporting documentation, including unique invoicing templates for various government agencies
- Upload payment audit information for sub-consultants and the firm for all NYC agency-related projects
- Record monthly overhead expenses in QuickBooks Online, perform monthly reconciliations for operating bank accounts and company credit cards
- Serve as the primary contact for external sub-consultants regarding insurance compliance, invoicing coordination, and payment schedules
- Job-cost employee and partner expenses in our project management software (CMap) and ensure accurate coding in QuickBooks

Skills and Requirements:

- 2-5 years' experience in bookkeeping or similar role
- Strong accounting knowledge and basic business math skills
- Meticulous attention for detail, accuracy and a commitment to confidentiality
- Proven ability to meet strict deadlines and prioritize conflicting demands with sound judgement
- The ability to approach complex situations from different perspectives
- A wizard with Excel/spreadsheets and strong QuickBooks experience
- Fluency in written and spoken English

This is a part-time, in-office position, with an option for some remote working days. Salary range is \$25.00 - \$30.00 / hour based on ability and relevant work experience. This is a part-

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time job estimated at 30 hours a week. Part-time employees meeting the 30-hours-per-week threshold are offered benefits that include medical, dental, and vision insurance, 401(k) retirement plan with matching, commuter benefits, and paid holidays. Starr Whitehouse is an equal opportunity employer and invested in diversity, equity, and inclusion.

To apply, please email a letter of interest and your resume **as one PDF file** to jobs@starrwhitehouse.com with “Bookkeeper_Your Name” in the subject line. No phone calls please.