

STARR WHITEHOUSE

Landscape Architects
and Planners PLLC

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Full-Charge Bookkeeper – 5-10+ years of experience

Starr Whitehouse Landscape Architects and Planners, an award-winning firm based in New York City with offices in Atlanta, GA and Hudson, NY, is seeking an experienced **Full-Charge Bookkeeper** to oversee the firm's day-to-day accounting operations and maintain accurate financial records. This individual will be responsible for managing accounts payable and receivable, payroll processing, client invoicing and collections, consultant payments, reconciliations, month-end close activities, and ensuring the overall accuracy and organization of the firm's financial records.



The ideal candidate is highly organized, detail-oriented, proactive, and capable of independently managing accounting functions while coordinating with operations staff, project managers, outside CPAs, and financial advisors.

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.

Key Responsibilities

- Manage accounts payable and accounts receivable
- Prepare, review, and distribute client invoices
- Track collections and assist with outstanding A/R follow-up
- Process consultant invoices and coordinate payments
- Process payroll and coordinate payroll tax filings
- Prepare and distribute annual 1099s
- Maintain QuickBooks Online (QBO) and ensure accuracy of financial records
- Perform bank, credit card, and general ledger reconciliations
- Support monthly and year-end close processes
- Prepare financial reports and supporting schedules
- Prepare cash flow tracking reports for management review
- Maintain weekly cash flow reports and monitor cash balances
- Track upcoming payment obligations and anticipated cash requirements
- Coordinate with external CPA, payroll providers, and financial consultants
- Maintain organized accounting records and documentation
- Support project accounting, billing administration, and consultant tracking
- Identify and resolve discrepancies between accounting and project management systems

Qualifications

- 5-10+ years of progressive bookkeeping experience

Bookkeeper Job Description

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- Advanced QuickBooks Online (QBO) experience required
- Experience independently managing full-cycle bookkeeping functions
- Experience processing payroll and related filings
- Strong understanding of accounts payable, accounts receivable, reconciliations, and month-end close procedures
- Excellent organizational and communication skills
- Ability to manage multiple priorities with minimal supervision
- Strong attention to detail and problem-solving abilities

Preferred Experience

- Experience in architecture, engineering, landscape architecture, construction, or other project-based professional service firms
- Experience with project accounting and consultant management
- Experience with CMap or similar project management/accounting systems
- Associate's or bachelor's degree in accounting, finance, or related field

Position Details

- Part-Time: approximately 20–30 hours per week, flexible
- Compensation range: approximately \$35.00 - \$60.00 per hour, depending on experience
- Hybrid
- Opportunity to grow with the firm as responsibilities expand

Starr Whitehouse is an equal opportunity employer, invested in diversity, equity and inclusion, and does not discriminate on the basis of actual or perceived race, creed, color, religion, national origin, citizenship status, sex, age, gender, sexual orientation, disability, or marital status.

To apply, please email a letter of interest and your resume to jobs@starrwhitehouse.com with "Bookkeeper_Your Name" in the subject line. Applications not received in this format will not be reviewed. No phone calls, please.