



ABOUT US

We are an ecological design, installation and land management firm.

OUR MISSION

We help people explore their lands true potential by providing solutions for healthy landscapes.

LANDBRIDGE ECOLOGICAL (LANDBRIDGE) is a collaborative, team-oriented work environment that emphasizes inclusion of diverse ideas, solutions and perspectives. LANDBRIDGE marries high design and native landscapes; providing science and forethought into restoration, management, and landscaping. While working on the smallest raingarden to an expansive habitat project, there are many opportunities to contribute and collaborate in a young company and rewarding field.

BOOKKEEPER/ASSISTANT CONTROLLER

FULL-TIME PERMANENT POSITION

The Bookkeeper is the leader of the finance team at Landbridge Ecological, responsible for the preparation of financial reports and overseeing the functions of reporting, tax and budgeting. The Bookkeeper is responsible for developing and administering all accounting policies and procedures, thereby resulting in timely and accurate financial reporting. In addition, the Bookkeeper is responsible for the daily financial operations of the organization and job costing for Operations. The Bookkeeper also assists with administrative tasks as assigned.

DESIRED QUALIFICATIONS

- Highly ambitious and motivated: someone looking to be a key part of a growing business
- 5+ years experience in accounting
- Proven ability to manage, mentor and develop staff
- Familiarity with natural resources, construction, landscape architecture and/or comparable industry is a plus
- Bachelor Degree in Accounting required
- Previous experience in an accounting role or public accounting highly desired

RESPONSIBILITIES

- Manage all accounting operations including GL activity, billing, A/R, A/P, inventory accounting and revenue recognition
- Manage invoicing, cash flow, loan management, reconcile bank accounts monthly and ensure quality control over financial transactions and financial reporting
- Prepare annual budgets, year-end tax preparations (W9/1099's, w-2's), equipment depreciation and quarterly sales + use tax tracking and payments
- Produce accurate and timely financial monthly reporting including financial statements, cash and variance analyses, and budget reports
- Oversee job costing and profitability calculations
- Ensure compliance with accounting policies, regulations, and tax law issues
- Work collaboratively with owners and COO on strategic business planning and growth
- Serve as System Administrator (*Foundation* software), including system maintenance, security, data import/export, report development, enhancements, and monthly processing
- Manage HR/Office Administrator: payroll processing and benefit administration
- Conduct annual insurance review, workers comp audit data gathering, unemployment benefit administration and insurance loss claims as needed
- Coordinate annual company income tax returns and accounting work with outside accounting firm.

GENERAL EXPECTATIONS

- Workdays will begin and end at LANDBRIDGE central headquarters in Saint Paul, MN
- Salaried position ranging from \$60,000-\$75,000 based on experience and qualifications
- Benefits include: holiday pay, vacation time, retirement match, and HRA

Please email resume, cover letter, and 3 references to

info@landbridge.eco

with the email subject line

2023 Bookkeeper Application, Your Name



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