



## JOIN OUR TEAM

### Bookkeeper / Accounting Assistant

If you are looking for a challenging but rewarding position, MMW Architects is looking for you! In this position you will be the point for Accounts Receivable, Accounts Payable and some Payroll. You will be responsible for the entire client billing process, including preparation of invoices, coordination with Principal Architects to organize billing information and coordination with clients to ensure payment. Enter vendor invoices and process those for payment. Enter credit card receipts and reconcile statements. Potential to take on payroll processing monthly. Potential to prepare and process quarterly and year end tax statements and filings. Help with reception duties when needed.

You will be required to work in a fast paced and changing working environment that is focused on completing tasks efficiently and consistently. You will be working with different people with different personalities and be able to successfully complete tasks. You will need an open mind and must have a willingness to develop new skills as job responsibilities evolve.

You will be joining a TEAM. MMW consists of twenty-five architects and staff, who work hard and enjoy the perks of living in our area. We are community minded, our staff serve on multiple boards and non-profits. We are focused on sustainability and are always looking for the best way to improve our practices in our architectural designs.

MMW is an enjoyable and inspiring environment. Our lunch runs with our running club, frequent happy hours, firm-wide volunteering and other activities are what keep our team close and active in our community.

### Contact

No phone calls please

Send cover letter, resume to: [mmw@mmwarchitects.com](mailto:mmw@mmwarchitects.com)

### Requirements

- Preferred BA in Accounting, not required, 3+ years experience of Accounting/Bookkeeping
- Part-Time position. This will increase if required by deadlines
- Critical eye for accuracy and attention to detail
- Ability to accept constructive criticism
- Strong organization, and file management
- Knowledge of Accounting Practices
- Able to multi-task, prioritize, work under pressure and meet deadlines
- Ability to communicate complex data clearly
- Excellent data entry skills
- Great interpersonal and customer service skills
- QuickBooks or other Accounting Software experience required. Ajera Software a plus, but not required
- Knowledge of Outlook and Office Suite, Excel is a must
- Be familiar with online banking
- Some flexibility in work schedule and Compensation depending on experience