

Job Listing

Title	Bookkeeper	Experience	5 Years min.
Hours	Part Time -10-20 hours/week	Work Arrangement	Hybrid

About Us:

We are a growing and energetic multi-disciplined design firm with a 40+ year history. We have professionals in architecture, landscape architecture, space planning, and interior design working in a collaborative environment from schematic design through construction. Our team members are exposed to a variety of projects and construction types with project construction costs of up to \$100 million. Current projects include commercial, multi-family, senior housing, retail, religious, industrial, hospitality, and space planning.

Candidates should possess the following:

- Proven experience as a bookkeeper or in similar role
- Strong knowledge of accounting principles and practices
- Familiarity with bank reconciliation processes
- Understanding of payroll processing and tax regulation
- Proficiency in using accounting and payroll software
- Attention to details and accuracy
- Knowledge of Employee Benefits

Candidates expected responsibilities:

- Process semi-monthly payroll and payroll taxes through payroll vendor
- Maintain accurate and up-to-date financial records for the organization
- Prepare and process monthly invoices, receipts, and payments
- Preparation of financial statements and reports
- Handle accounts payable and accounts receivable functions
- Generate monthly financial statements and reports as needed for insurance and 401k audits
- Benefits administration

What we bring to you:

At Tushie Montgomery we encourage our employees to lead a healthy and balanced life. Our benefits for part time employees include, 401K match up to 4%, Fitness Center, Vacation/PTO and donuts!

We value, celebrate and support diversity because it makes our team, work and the built environment better. We are proud to be an equal opportunity workplace and take affirmative action to employ equally regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, or gender identity. We are as committed to providing the best experience to our team as we are to delivering the best design to our clients and community.

Please send your resume to andyk@tmiarchitects.com Andy Krenik and arturm@tmiarchitects.com Artur Maia
Visit our website at www.tmiarchitects.com

