

Bookkeeper

Full-time, On-going/at-will, Work Remotely: No

Monday through Friday 9:00am – 5:30pm

Reports to: President and Operations Manager

Job Summary

The ideal candidate will be well organized and comfortable dealing with financial data. This individual will be responsible for overseeing the accounts payable and receivable, and conducting other tasks related to finance. They should be excellent at recording data and have an ability to produce clear financial reports. Confidentiality required.

Essential Functions

- Track expenses, budget, taxes, cash flow, receipts, and other financial dealings of company
- Provide regular financial reports (weekly, monthly, and yearly)
- Process invoices and cut checks for accounts payable and generate bills and follow up on collections for accounts receivable

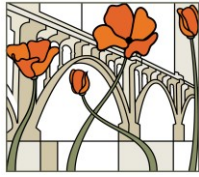
Qualifications and Skills

- Associates degree in accounting or related field
- 3+ years of experience in related field
- Proficient in Microsoft Office suite and QuickBooks
- Strong organizational and analytical skills
- Detail oriented

Physical Requirements and Environment

While performing the duties of this job, the employee is regularly required to: stand, walk, lift/carry up to 20lbs, pull, push, grasp, reach, type or key, distinguish color, see clearly near and far with or without corrective lenses, speak English, and hear. Work involves sitting greater than 50% of the time. Walking and standing are required only occasionally. Typing and applying pressure with the fingers and palm required. Expressing or exchanging ideas by means of the spoken and written word. Conveying detailed or important spoken instructions to customers and other workers accurately, clearly, and at times, quickly. Hearing: Perceiving nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information in oral communication, and to make the discriminations in sound. Repetitive motion: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers. Exerting up to 10 pounds of force occasionally with force to lift, carry, push, pull or otherwise move objects, including the human body. Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading, primarily on a computer monitor. Occasional travel required for offsite meetings and events. Normally less than 10% of the time. Sedentary work involves sitting most of the time.

Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.



ARROYO SECO
CONSTRUCTION
LANDSCAPE & DESIGN

Salary and Benefits

Arroyo Seco values its employees and offers competitive benefits packages to both part-time and full-time staff. Benefits include:

- Medical insurance
- 401(k) retirement program
- Educational opportunities
- Paid sick and vacation leave
- A supportive work environment with a team committed to your professional development

Compensation starts at \$28.00/hr. and is dependent on experience.

How to Apply

Submit your resume to john@arroyosecoconstruction.com, with the subject line indicating position being applied for. Or mail/drop off at 415 N Quarantina, Santa Barbara, CA 93103, ATTN: John Sanchez. Applications will be accepted until the position is filled.

About Arroyo Seco Construction Design & Landscape

Arroyo Seco is a full-service landscape design and construction company based in Santa Barbara, CA. Arroyo Seco is devoted to creating both expertly engineered and masterfully designed spaces. With over 25 years of professional experience in the field, Arroyo Seco has established a reputation built on superior craftsmanship, skilled artistry, and exemplary customer satisfaction. Inspired by the diverse botany and vibrant flora of Santa Barbara, Arroyo Seco grows spaces where old-world craftsmanship meets innovative contemporary techniques.

The team at Arroyo Seco believes in a holistic approach to their craftsmanship, with careful attention to detail, tireless work ethic, and quality-driven results centered on a mutual foundation of trust. They pride themselves on being value-engineered, continuously delivering impressive quality with stunning longevity.

Equal Employment Opportunity Employer

Arroyo Seco is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation based on an individual's race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, or any other status protected by federal, state, or local laws. The Company is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.