



Accounts Receivable and Payable Administrator

Position Summary:

We are a leader in landscape maintenance and construction in the North Bay. Our company provides opportunities of advancement through training and continuing education. We're excited about what we do and seek to employ those that share our passion for the green industry.

We are currently seeking an **Accounts Receivable and Payable Administrator** who will report to the Office Manager. This non-exempt position is responsible for implementing administrative systems, procedures, and policies, and monitoring administrative projects. Some Quickbooks experience is preferred.

Our Ideal Candidate:

- Has a desire to make an impact by identifying inefficiencies and implementing solutions.
- Is tech savvy, quick to learn new software applications, has Quickbooks skills, and has experience with AP and AR.
- Has at least two (2) years of professional experience (or internships) involving AP, AR, administrative support, clerical responsibilities, and reporting in excel.
- Ability to prioritize job responsibilities and thrive in a fast-paced environment
- Ability to work independently and manage multiple projects simultaneously
- Bilingual, English/Spanish is a huge plus

Responsibilities:

- Enter Payables and maintain filing system
- Monitor Receivables aging report, call on past due accounts, send statements, and maintain files
- Become a super user of our Landscape Management Software, Aspire LM.
- Maintain Aspire Software inventory
- Support administrative functions to ensure efficiency, customer service, and accountability.
- Maintains software systems and performs receptionist duties (e.g., customer calls, front desk, and deliveries); prepares, receives, and distributes messages.
- Conducts data entry; produces dispatches for service calls received; maintains project lists and updates customer contact files.
- Maintains databases (e.g., mailing lists, contact lists, client information)
- Supports human resources and recruiting (job postings, new hire paperwork, employee identification, state and federal programs) and safety (e.g., MSDS, training, injuries).
- Provides excellent service (e.g., accurate, complete, and timely) to clients, vendors, and company staff in courteous and efficient manner

What We Offer:

- Competitive pay
- Holidays, Accrued Vacation, Medical, dental, vision, Simple IRA and other benefits
- Energetic, focused and collaborative work environment

We are drug free and an Equal Opportunity Employer.