

LIGHT DARK LANDSCAPE



Light Dark Landscape is a sustainable landscape company with an emphasis on using native plants to create habitat for critters and humans as well as visually beautiful spaces. Light Dark projects are devoted to reducing lawns, restoring shorelines, prairies and woodlands, using edibles, and creating water-smart solutions; we design, install, and maintain landscapes.

Light Dark Landscape is a small company with a seasonal team of 10 people that shrinks to 4 during the winter months. We do not maintain a physical office space, instead the design and admin team works out of home offices.

Business Administrator job description:

The business administrator will be responsible for a variety of administrative, bookkeeping (basic), and HR tasks, working under a lead office administrator/company owner. The workload is part-time and schedule is somewhat flexible, can be worked out with lead office administrator and may shift seasonally.

This position is a remote position, ideally a personal car is occasionally available for errands, mileage will be reimbursed. The role will work closely with the lead office administrator initially for training and ongoing communication but will eventually be expected to independently manage their workload and be self motivated to make sure all tasks are done by filing deadlines.

Rolls and responsibilities:

- **Payroll/HR:** employee intake paperwork; run payroll; post job descriptions and schedule interviews; keep up with new rules regulations (e.g. MN Paid Family Leave etc)
- **Bookkeeping (using Quickbooks online):** follow up on late invoices; pay rent; file monthly sales tax; file 1099s, make sure all certifications are current
- **Insurance:** make sure all auto and liability insurance are current including documents in vehicles; complete insurance audits; manage insurance with sub-contractors—collect W-9s and COI from all subcontractors
- **Client Intake:** Manage client inquiry emails—read and respond, log all into inquiry log; Schedule client intake phone calls
- **And a variety of miscellaneous/admin tasks** including helping organize staff events/celebrations

Qualifications:

- Experience in administrative role
- Ideally experience with Quickbooks online and a basic understanding of bookkeeping
- Good communication skills—verbal and written; this role will involve a heavy load of both phone calls and emails
- Work independently and problem solve
- Be self motivated with good time management skills, dependability
- Ability to learn new skills, reach out for clarification if necessary

Pay/benefits:

- Part time position—roughly 16 hours a week mid-March through early November, potentially fewer hours in winter months.
- Hourly pay: \$22—\$26 depending on experience; opportunities for raises
- Flexible schedule, remote work
- Option to participate in employer-matched (3%) SIMPLE IRA retirement account.
- Paid holidays
- Paid sick time

Email resumes to: info@lightdarklandscape.com