



***Seeking a Bookkeeper/Office Manager with a minimum of 5 years' experience for architecture firm***

**Position Summary:** This dual role is crucial for ensuring the accuracy of our financials and the smooth functioning of our office in Jamaica Plain. The ideal candidate will assist the Director of Finance & HR in managing the firm's financial aspects, including AP/AR, payroll, and project-based accounting, while handling administrative and HR tasks and providing coordination, continuity, and oversight of office facilities. This is an in-office position.

**Highly Desirable:** 5+ years of experience in accounting/bookkeeping and office management; experience in an architecture or engineering firm; experience with Deltek Ajera and Airtable software.

**Minimum requirements:** Accounting degree or equivalent experience; expertise in MS Office products; excellent communication skills; strong organizational and time management skills; ability to take initiative and work independently; ability to analyze and solve problems efficiently.

**About Us:** A collaborative and expanding architecture studio, **Boston-based Studio G** seeks **enthusiastic individuals for socially and environmentally innovative design projects.** Committed to social equity and inclusiveness, we design **people-centered, place-specific, environmentally sensitive schools, civic projects and housing.** Ours is a diverse, multi-cultural, and LGBTQ-friendly workplace. We value individuals who offer design creativity, problem-solving, and analytical thinking. We welcome enterprising staff, providing mentoring and opportunities for professional growth and advancement.

**Benefits:** Competitive salary commensurate with experience. Health Insurance (HMO & PPO), Dental Insurance, and FSA require no waiting period. Studio G offers 401K with company contribution upon eligibility, professional development and mentoring programs, generous paid time off, an easy commute with free parking or a quick walk from the T, and a fun and engaging workplace that encourages a flexible, balanced work-life culture.

**Please send resumes by email to** [resumes@studiogarchitects.com](mailto:resumes@studiogarchitects.com). Please do not send links to third party websites, which may not be reviewed.

**Equal opportunity employer.**

For info visit:

[www.studiogarchitects.com](http://www.studiogarchitects.com)

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