

PART-TIME OFFICE MANAGER

Saiki Design, Inc. is a landscape architecture firm based in Madison, Wisconsin. Now in our 37th year, we are a small, collaborative practice known for thoughtful design, client retention, and a supportive office culture. We are seeking a part-time office manager to support day-to-day office operations and financial administration.

This position is ideal for someone looking for steady, flexible, part-time work in a professional environment. As a small organization, our operational needs are straightforward, and we are happy to train the right person on our systems and processes.

What We Offer

- Flexible hours
- Collegial work environment
- Competitive hourly wage
- Stable, long-established firm
- Training and support as needed

Experience

- Office management, bookkeeping, and/or full-cycle accounting experience
- Familiarity with QuickBooks and Billquick (or similar accounting software)

Skills

- High attention to detail and accuracy
- Strong working knowledge of Generally Accepted Accounting Principles (GAAP)
- Excellent organizational skills
- Strong written and verbal communication skills
- Ability to work independently and as part of a team
- Ability to manage and prioritize time-sensitive tasks
- Ability to learn and adapt to new workflows and technologies
- Anticipates needs and takes initiative to keep the office running smoothly

Responsibilities

- Accounts payable: verify, enter, schedule, and process vendor invoices
- Accounts receivable: prepare invoices, verify, enter, and monitor customer accounts
- Monitor and manage cash flow to support operational needs
- End-to-end payroll processing
- Process and pay taxes
- Coordinate with accountants

- Perform month-end and year-end account reconciliations
- Prepare and review financial statements
- Ensure confidentiality and proper handling of all financial information
- Order and manage office supplies
- Maintain organized digital and physical files
- Support HR and benefits administration
- Coordinate and maintain compliance documentation in collaboration with consultants and vendors
- Provide general administrative support to the team as needed

Hours & Compensation

- 24-28 hours per week
- Hourly pay is commensurate with position requirements
- Flexible schedule, ideally within weekday 8:00AM-6:00PM normal business hours
- In-person with flexibility to work remotely on occasion

How to Apply

Please submit a letter of interest, resume, references, and any relevant supporting information to:

Abbie Moilien, Managing Principal, by email at connect@saiki.design