



Job Announcement  
September 2022

**OFFICE MANAGER** (Part Time, 16-20 hours/week)  
CityScape Engineering, 3000 Chestnut Ave, Baltimore, MD 21211

**Compensation**

\$25-\$30/ hour, commensurate with experience

**About CityScape Engineering**

CityScape Engineering, LLC is a water resources engineering company specializing in green infrastructure and environmental site design. We believe connection to nature is essential to human well-being. We work to green the urban environmental and provide equitable access to natural landscapes through inspired engineering and design. Our design services include engineering design and consulting services for local government agencies and non-profit organizations.

**Job Description:**

- CityScape Engineering is seeking a reliable, responsible, and detail-oriented Office Manager (Part Time) to support our office staff 16-20 hours per week. The position can be in-person or virtual (flexible).
- The Office Manager will be responsible for performing a variety of office administrative, accounting, and HR tasks to support a small and growing business
- Experience with Quickbooks accounting software is required
- Competence in Microsoft Word, Excel, and PowerPoint is required
- Candidates will be expected to present information at meetings, written and verbally, and explain relevant financial facts to others in the company who may or may not have a financial background
- Candidates should have excellent and professional communication skills

**Primary Responsibilities:**

- Set up and maintain client and vendor project accounts in Quickbooks Online. Coordinate quarterly documentation of w9s and Certificates of Insurance
- Track project-related expenses
- Send out and track monthly invoices for clients using Quickbooks Online
- Generate bi-monthly AR and AP reports and communicate with vendors and clients for follow up as needed
- Produce monthly financial budget reports and meet with company managers to review key metrics
- Complete and submit monthly hiring MOED reports to Baltimore City
- Assist the business owner with preparation and organization of business certification applications
- Assist the business owner with annual healthcare and benefit renewals

- Support business compliance with local, state and federal employment regulations
- Process paperwork for new hires and staffing updates
- Process bi-weekly payroll
- Assist technical staff with administrative items, such as scheduling, meeting planning, note taking, and other project support tasks as needed
- Other tasks may be assigned based on a candidate's particular skill set to help the office run more effectively, such as:
  - Assist technical staff with the development of proposals, including the compilation of company qualifications and staff resumes, and subcontractor information
  - Support the development of firm marketing materials, update social media and website
  - Perform general office administrative duties including processing mail and deliveries; ordering office supplies and equipment; maintaining files; keeping the physical office space neat and well-supplied

**Required Experience and Skills:**

- Quickbooks Online: 3 years min.
- Proficient with Microsoft Office (Word, Excel, PowerPoint)
- Excellent written and verbal communication skills
- Excellent organizational skills
- Independent, focused and responsible work ethic.
- Attentive to detail
- Ability to meet deadlines

To apply, please email your resume and cover letter to: [kelly <at> baltimorecityscape.com](mailto:kelly@baltimorecityscape.com).  
CityScape is an equal opportunity employer.