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August 26, 2025

Ecotone Landscape Planning, LLC (ELP) is hiring a **Business Manager**.

Work Environment

[Ecotone Landscape Planning](#)'s work environment consists of a small, highly collaborative team. ELPs teamwork style is casual and personal. ELP works with many outside entities through subcontracts or cooperative agreements ("partnerships"). ELP strives to create an inclusive, equitable, creative, diverse, and thoughtful learning community and practice with our clients and partners. Assignments and work pace are dynamic and variable. Each coworker is both a team worker and highly self-directed. The office environment consists of one shared office space and tele-commuting.

Job Summary

- Up to 20 hours per month (mostly around 4 hours per week), variable based on a mutually agreeable schedule
- Structured as a contractor (W9)
- Start in November 2025
- Start pay negotiable and commensurate to experience, in the range of \$35-\$45/hour

Scope of Work

Tasks of the Business Manager include assisting senior ELP senior staff with:

Task List

1. Systems development: systematizing the administration, payroll development, systems research, assistance with proposals and price agreements
2. Financial data management: data entry in Quick Books and team communications
3. Monthly account management, payments, payroll (in 2026), and billing
4. Quarterly business statements/reports and payroll tax reporting (in 2026)
5. Annual procedures: insurance policies, Form 1099-NEC/-MISC, annual close out and reporting, annual budgeting, and annual company registrations

Tasks and priorities may shift over time as needs change. ELPs portfolio of projects includes more than 25 accounts with a diversity of clients, including state of NM, county, SWCD, HOA, NGO, and private entities.

Required Qualifications

As a candidate for this position, you bring to the ELP team:

- Full understanding of procedures to meet GAAP standards
- At least three years of working experience with office or business management, financial management systems development, QuickBooks, and bookkeeping
- Proven experience with client billing, bill pay and payment systems, and GRT payments, including county and state financial procedures and billing for government grants
- Proven experience with payroll development and management, including issuing and administering W-4, W-9, W-2, and 1099 forms and related State and IRS filings
- Proven experience with managing business insurance matters, including Workers Comp insurance
- Detail oriented, rigorous but flexible work standards
- Good communication skills, teamwork affinity, and interpersonal sensitivity
- Self-directed, independent worker; able to solve problems and improvise, and a willingness to learn
- Experience with Google and Microsoft software

Desired Qualifications

- Affinity with the ecological restoration and conservation field
- Experience with contractor pricing strategies, state of NM price agreements, and bidding procedures and strategies
- Experience with data security, back up systems, online storage, etc.
- Possessing computer equipment and QuickBooks Online subscription
- Contributing to a reflection of New Mexico's demographic diversity in the ELP team

ELP offers

- A pay range of \$35-\$45 per hour (\$7,000 to \$9,000/year), commensurate with education and experience
- Flexible, part-time work from your own office
- Mileage compensation for all work-related travel

- Paid participation in one day per quarter of field work or workshop with ELP staff (to experience and learn about ELPs field work, clients, partners, etc.)
- Negotiable: office computer or laptop and QuickBooks software and coverage under ELPs Workers' Compensation insurance policy

Application Process

Candidates for this position should send their application to Jan-Willem Jansens (ELP Owner/Principal) (jwjansens@ecotonelandscapeplanning.com) by **September 15, 2025**. Application materials include (a) a cover letter that focuses on your motivation for supporting the ELP team; (b) a resume of at most two pages; and (c) a list of three professional references.

We will contact you by September 19 to confirm receipt of your application. Interviews will likely take place in late September.

For questions about this job posting and application process, please contact Jan-Willem Jansens (ELP Owner/Principal) at jwjansens@ecotonelandscapeplanning.com.