



THE WELL HOME.

WE ARE HIRING

Part-Time Bookkeeper

Books, Billing & Financial Operations

Show me your home, and I can predict your health.

That's not a metaphor. Where you live shapes how you sleep, how you age, and how long you live. For a century this industry sold beauty and ignored biology. We're here to fix that. The most powerful medicine was never a pill. It's the way we live in our spaces.

The Well Home builds homes engineered to make people healthier and longer-lived, and we intend to make health the way the world builds. This is hard, and it's not for everyone. But if you'd rather change how the world lives than fill another role, keep reading.

ROLE	Part-Time Bookkeeper, Financial Operations
LOCATION	Washington, DC area preferred. Fully remote considered, commensurate with experience.
COMMITMENT	Part-time, fractional. Roughly 5 to 10 hrs/week on average, hours vary week to week.
START	Flexible
REPORTS TO	Founder & CEO
COMPENSATION	Hourly. 1099 contractor role.

About The Well Home

We are disrupting a dinosaur industry. For decades, home building obsessed over how a space looks and ignored what it does to the people inside it. We are rewriting that.

We are the first firm of its kind, founded by a doctor and designer to prove one idea: your home should be your greatest partner in health and longevity. We design living environments that optimize healthspan, aligning air, water, light, and circadian rhythm with rigorous medical science. We call it Restorative Luxury.

The timing is rare. Wellness has become the single greatest driver of value in luxury real estate: among the most requested features in high-end homes, a proven premium on value, and a market projected to reach 1.1 trillion dollars by 2029. We are early, and we intend to own the category.

The Role

We are looking for a part-time bookkeeper to build and run our financial operations, working directly with our Founder & CEO. This is foundational work: we do not have an accounting system in place today, and you will be the one who builds it.

You will not be maintaining someone else's system. You are starting close to a blank page, with the judgment to set it up right and the discipline to keep it that way. What you will own:

- **Build our books from scratch.** We do not currently use accounting software. Assess, select, and set up the system that fits how we operate, most likely QuickBooks Online or Xero.
- **Accounts payable & receivable.** Keep our books current against invoices and payments across Stripe and Harvest, for a client base that spans national and global engagements.
- **Contractor payments.** Support and reconcile contractor payments processed through Gusto. Our team is currently all 1099.
- **Reconciliation.** Reconcile our bank accounts, Stripe, and Harvest activity against the books on a regular cadence.

- **Sales tax tracking.** Monitor sales tax obligations tied to our product sales and maintain the records our outside accountant needs for filings.
- **Financial reporting.** Deliver clear, accurate reports directly to our Founder & CEO, so we always know exactly where we stand.

What We Are Asking

We do not have an accounting system in place today. In your first month, we are asking you to assess where things stand, choose and set up the system that fits how we operate, and bring our books to a clean, current baseline. From there, keep it that way: accurate, reconciled, and ready for us to make decisions on.

Who We Are Looking For

This role rests on someone who can build order out of nothing and keep it that way, without needing a finished system handed to them. If you have only ever maintained books someone else set up, this is not the fit.

- **Comfortable starting from zero.** We don't have a system in place yet. You should be someone who can build order out of nothing, not just maintain what already exists.
- **Trustworthy with sensitive information.** You will have visibility into our complete financial picture, across a national and global client base. Discretion is non-negotiable.
- **Comfortable with ambiguity.** We are a small, fast-growing company without a rigid playbook already in place. You should be comfortable navigating that.
- **Reliable, even part time.** Hours vary week to week, but the accuracy and consistency of the books cannot.
- **Detail oriented.** Reconciliations, contractor payments, and sales tax tracking leave no room for sloppy work.

A quick gut check. If you need a fully built system and a fixed weekly schedule before you can start, this will not be your place. But if setting up clean books from scratch and keeping them that way, on your own schedule, sounds like a good use of your time, read on.

Skills & Experience

- **Bookkeeping experience.** Two to five years of professional bookkeeping experience, ideally with small or growing service or product businesses.
- **Accounting software fluency.** Working proficiency in QuickBooks Online or Xero. We do not currently use accounting software, so you will help us choose and set one up.
- **Platform fluency.** Comfortable working across Stripe, Harvest, and Gusto, and reconciling activity from each against the books.
- **Sales tax literacy.** Familiarity with multi-state sales tax compliance is a strong plus, given our national footprint and product sales.
- **Certification a plus.** QuickBooks ProAdvisor or Xero Certified Advisor certification is a plus, not required.

What We Value

- **Good humans only.** Integrity, trust, and discretion are the price of admission, not a differentiator. If you cut corners, this is not the place.
- **Proof over pedigree.** We care about what you have built and closed, not where you went to school.
- **Own it.** We are small. There is no one to hide behind and no one to wait for. You will have real ownership from week one.
- **Say the real thing.** We give each other direct feedback to reach the best answer. Egos stay at the door.

- **Enjoy the build.** This is demanding work, and it should be the most fun you have had in a career.

Compensation

This is a part-time, 1099 contractor role, roughly five to ten hours a week, though hours will vary week to week depending on need. Compensation is hourly, and we will walk through the specifics together. Given direct access to our complete financial picture, this role requires signing a confidentiality and non-disclosure agreement. Start timing is flexible.

How We Will Work Together

Our process is simple and built on proof, not promises.

- 1 Submit your resume, cover letter, and references.
- 2 We meet to talk through the role and how you would approach getting our books set up from scratch.
- 3 Strong candidates move into a short, paid trial project, so both sides can test the fit for real.
- 4 From there, you are onboarded and take ownership of our books.

Questions We Would Love You To Answer

Please answer in writing. Be specific. We care far more about real examples than polished generalities.

- 1 We do not currently use accounting software. If we brought you on today, walk us through how you would assess our finances and get our books set up and organized in your first month.

YOUR RESPONSE

- 2 Tell us about a time you caught an error, inconsistency, or red flag in the books that others missed. What did you do about it?

YOUR RESPONSE

- 3 We invoice through Stripe and Harvest, pay contractors through Gusto, and have clients and product sales across multiple states and countries. How do you stay organized and accurate on a part-time schedule?

YOUR RESPONSE

- 4 Finally, tell us something a resume would never show. A moment you are proud of, or an obstacle you had to overcome to become who you are. We hire humans, not resumes.

YOUR RESPONSE

References

Please share two to three references, ideally including a client or employer who can speak about your bookkeeping work directly. We will reach out only with your permission.

NAME	TITLE & COMPANY	RELATIONSHIP	EMAIL & PHONE

How To Apply

Email your resume, cover letter, and references, along with your written answers above, to

joinus@thewellho.me

We review on a rolling basis and will be in touch if there is a strong fit. Every application is treated in confidence.

This is a chance to build the financial foundation for a company changing how the world thinks about health and home, working directly with our Founder & CEO from day one, with real ownership over how the work gets done.

A home well designed gives you a life well lived.



Restorative Luxury · Architectural Wellness | The Well Home is an equal opportunity organization.