



Full Cycle Bookkeeper Job Description

Burley Design has been around for over 35 years and is known around the world for building recreational transport gear that sets the standard for safety, durability and thoughtful design. While we continue to perfect the bicycle trailer that put us on the map, the Burley product portfolio has grown over time to meet the changing needs of our customers. From multi-functional child carriers to jogging strollers and balance bikes, we put our heart and soul into everything we build. The Burley brand stands for unmatched quality today, just as it did in 1978.

FLSA Status: Non-Exempt

HOW TO APPLY:

Please submit a cover letter explaining your accounting experience along with your resume to HR@burley.com. Finalists for this position are subject to criminal background check.

SUMMARY:

The Bookkeeper is responsible for assisting the CFO with the business transactions of the organization. The Bookkeeper will primarily be responsible for Accounts Payable processing, RMA processing and oversight, Accounts Receivable processing, back-up duties of Burley's other Bookkeeping position, and other duties that fall within the Accounting & Finance Department. This position reports directly to the CFO.

PRIMARY DUTIES AND RESPONSIBILITIES:

Accounts Payable:

- Handle the accounts payable for the organization, which includes verifying and entering vendor invoices, preparing payments and wires, monitoring vendor accounts.
- Handle company credit cards, which includes verifying the statements, opening and closing credit cards and payment of statement.
- Process Year-End 1099's.

Return Merchandise Authorizations (RMA's):

- Review the inbound RMA's and cross-shipments for accuracy
- Close and process the RMA's
- Reconcile the open RMA's which includes tracking down returned product in the warehouse and closing the loop with other departments on aging RMA's.

Accounts Receivable:

- Prepare company invoicing either manually or electronically via portal or EDI.
- Collect on past due customers.

Other:

- Assist with month and year-end reporting
- Assist with New-hire setup
- Process monthly employee benefits billings and assist with other benefit related tasks.
- Perform other accounting, financial, or administrative tasks as may be required from time to time – quite often on short notice – by the CFO.
- Assist on special projects as assigned.

SECONDARY DUTIES & RESPONSIBILITIES:**Accounts Receivable:**

- Process all incoming payments from customers or miscellaneous cash received.
- Process all incoming credit card payments and returns.
- Begin and monitor the vendor chargeback process.
- Processes daily banking deposits and reconcile daily cash book balance.
- Maintain and keep current resale certificates.

Payroll:

- Setup and maintain employee records in Paylocity.
- Process bi-weekly payroll.
- Process garnishments, company bike credit benefit, unemployment claims and any other payroll related inquiries.

EXPERIENCE/SKILLS REQUIREMENTS:

- An Accounting Degree is required.
- Must be highly accurate by nature, with no tolerance for financial sloppiness.
- Must be highly skilled in dealing with financial and numeric data.
- Must be highly skilled in use of Excel Spreadsheets.
- Must have good communication skills, both written and verbally.
- Must be a good problem solver and have a willingness to improve processes.
- Must have excellent work habits, including a willingness to perform outside of normal job duties, and a willingness to work the hours necessary to get the job done.
- Demonstrate a proficient level of professional skill and/or knowledge in accounting and keep current with developments and trends. Knowledge and ability to use applicable information technology and systems to meet work needs.
- Experience with advanced ERP systems is preferred.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- Work area is indoors in a climate-controlled environment with moderate background noise.
- Approximately 90% of this position's duties require use of a computer, sitting most of the time.