



## Accounting Analyst/Bookkeeper

**Position:** Accounting Analyst/Bookkeeper

**Location:** Tea ([teacollection.com](http://teacollection.com)): Potrero Hill, San Francisco, CA

### Who are we?

Hello World. We're Tea. We go there. Across the street. And across the globe. Somewhere new each season. We started Tea in 2002 in San Francisco with 3 beautiful, pima cotton baby sweaters and a vision of bringing the fusion of worldwide cultures and modern design to fashion. For nearly 10 years, we've been designing distinctive clothing collections for children (and now women).

### Objective:

To manage healthy A/R and A/P for Tea and to support the Accounting team to generate accurate, timely financial statements.

### Who are we looking for?

An Accounting Analyst/Bookkeeper who is/has:

- Bachelor's degree, or equivalent knowledge through work experience and intellectual instruction. Preferably in Accounting or some related course.
- Professional and customer service orientation
- A Self-starter who is able to manage multiple tasks with minimal direction.
- Hands on general ledger experience preferred.
- Exceptional attention to detail.
- Proficiency in MS Office and financial reporting and inventory control software programs such as Quickbooks and AIMS.
- Experience with Blue Cherry preferred.

### Responsibilities:

- Work with management regarding business policies, practices, tools and methodologies to improve and to streamline the business processes, assuring efficiency and best practices for a strong, healthy business.
- Record all vendor invoices and manage weekly check run.
- Assist management with cash flow updates and analysis.
- Manage all aspects of Accounts Receivable Process
- Review credit profiles for customers and recommend to Finance Manager customers for credit
- Cash collection and application



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- Research legitimate chargeback's
- Reconciliation of bank accounts
- Assertively pursue collection of all open receivables with weekly calls and emails to late customers.
- Review company credit card statements and expense items appropriately and reconcile at month end.
- Participate in monthly financial close, helping with bank reconciliations and preparing financial reports.
- Investigate and troubleshoot software errors that affect financial records
- Manage procurement of all office supplies.
- Filing and data entry.
- Credit applications/requests for vendors.
- General office management/maintenance and special projects.

### **What to do next?**

Send resume and cover letter to [jobs@teacollection.com](mailto:jobs@teacollection.com) with Accounting Analyst/Bookkeeper in the subject line. Please include a cover letter letting us know why you are interested in this position and how it aligns with your professional goals.

Phone interviews will be followed by in person interviews. We regret that only candidates that meet our hiring criteria will be considered. Due to the high volume of anticipated responses, only candidates that qualify for an interview will be contacted. Please, no phone calls.