



JOB POSTING: BOOKKEEPER (FULL-CHARGE)

Hot Bread Kitchen is a dynamic, award-winning social enterprise with a powerful double bottom line. We sell a high-end line of multi-ethnic breads inspired by a team of bakers. Profits from the sale of breads are used to provide industry-specific training that enhances the future for low-income immigrant and minority women and preserves valuable baking traditions. We also operate HBK Incubates, a vibrant business incubation program that serves 40 artisan food businesses.

POSITION SUMMARY

The Senior Full Charge Bookkeeper is a 32 hour/week position responsible for a diverse array of activities including but not limited to: A/R, A/P, all bank and merchant account reconciliations, journal entries, adjusting entries, closing entries, weekly & monthly reporting, financial statement preparation, overseeing payroll and benefits administration, filing and some assigned project work. This position oversees a full-time AP/AR clerk and reports to the Senior Director of Strategy.

ESSENTIAL FUNCTIONS:

- Maintain all information in accounting system and ensure accuracy of all accounts
- Maintain chart of accounts and expense classification systems
- Maintain general ledger, including adjusting and closing entries
- Oversee processing of all A/R and A/P (100-150 A/R and 100-150 A/P per month)
- Be main contact for vendors
- Customer collections
- Record deposits and manage all cash, including petty cash
- Maintain and reconcile all bank accounts, credit cards, petty cash accounts and online payment accounts
- Prepare monthly, quarterly and annual financial statements
- Maintain all physical and electronic accounting files
- Experience with payroll administration and 1099 processing

REQUIRED SKILLS & QUALIFICATIONS:

- Experience working in a fast-paced environment
- High attention to detail a must
- Ability to multi-task, prioritize and meet firm deadlines
- A minimum of seven (7) years of experience as a full charge bookkeeper
- Expert knowledge of QuickBooks

- Certified Bookkeeper preferred
- Bachelor's Degree in related field, like accounting
- Intermediate knowledge of Excel and experience with all Microsoft Office products
- Knowledge of payroll and benefits administration
- Knowledge of state and federal human resource laws and CPC policy
- Ability to handle sensitive information with high degree of confidentiality
- Ability to interact with employees with a high degree of professionalism and discretion
- Must have excellent interpersonal and communication skills (both verbal and written)
- Experience in the food industry is a plus (food manufacturing)
- Experience with non-profit bookkeeping is a plus

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

- Work is in an open office environment
- Frequently sits for long periods of time
- May require occasional standing, walking, lifting, stooping, or bending

This job description is not intended to represent a complete, comprehensive list of all duties and responsibilities that may be required in this position. There may be unplanned activities and other duties as assigned.

TO APPLY:

Due to the pace of the search, candidates are encouraged to apply as soon as possible, and applications will be reviewed as they are received.

Applications must include:

- A cover letter describing your interest and qualifications
- Resume
- Salary history
- Where you learned of the position

Email your application to: hr@hotbreadkitchen.org and put "Bookkeeper Application" and your name (Last, First) in the subject line of your email.

Hot Bread Kitchen is an Equal Opportunity Employer with a commitment to a diverse workforce.