

<b>Job title</b>	<i>Bookkeeper and Wholesale Account Manager</i>
<b>Reports to</b>	<i>Director of Ops and CEO</i>

**Job purpose**

- The purpose of the Bookkeeper and Wholesale Account Manager position is to promote to maintain relationships with all wholesale accounts, collect payment, and balance the Beber books. This person ensures that Beber’s finances and accounts are in good order and that orders are input onto order sheets, produce invoices, collect payment, and to support business’ broader sales goals through account maintenance.

**Duties and responsibilities**

- Banking
  - This person will be in charge of bank runs and deposits
    - Duties include:
      - Counting cashboxes
      - Deposit and withdraw gas money
      - Writing checks and filling cashboxes for markets
      - Preparing invoices and placing on clipboards along with gas money, then placing in corresponding vehicles
- Wholesale Account Management
  - This person will manage the day-to-day interactions between Beber and our wholesale (store) accounts including inputting orders, fielding store questions, and invoice writing
    - Duties include:
      - On Mondays and Thursdays collecting and inputting all store orders into appropriate forms
      - Writing and/or adjusting orders for stores who do not place orders based on prior week’s performance
      - Creating Invoices and following up with stores for payment (Net-15)
- Bookkeeping
  - This person will input deposits and balance books weekly based on deposits and payments made.
  - Duties include:
    - Reconciling all deposits with payments made
    - Adjusting invoices to reflect credits to ensure books will balance
    - Maintain an up to date Balance Sheet
    - Following up with accounts when necessary to close out invoices/receive payment

## Qualifications

Qualifications include:

- Education: High school diploma required, college education preferred. Needs to have excellent grasp of Quickbooks software, written communication and sufficient math skills.
- Specialized knowledge: Bookkeeping experience required
- Skills: Thorough planning of short and long term goals, clear and effective communication (both verbal and written), excellent execution of goals and follow-through, excellent ability to talk about and effectively promote a product
- Other characteristics such as personal characteristics: Organized, dedicated, responsible, self-motivated, works well with management, maintains a positive demeanor, strong belief in the mission and goals of Beber.
- Experience: 1-3 years of work experience at a retail business in bookkeeping, office and/or account management. Must have ample experience working with a team and reporting to/working with management. Must have experience with self direction in a collaborative setting. Must have experience, familiarity, and fluency with typical bookkeeping practices and a professional phone demeanor.

## Working conditions

Rate: \$14/hour-\$15/hour DOE with merit-based raises available bi-annually

Hours: 15-20 hours per week including Holidays

Work place: Primary place of work is the open office of Beber HQ

Other work locations may include but are not limited to: stores, and off-site meetings. These locations may be indoors or outdoors, year-round.

Transportation: Requires use of personal vehicle and driving of company vehicles when necessary

## Physical requirements

This position takes place primarily in the office/retail areas but can become physically strenuous.

Requirements include but are not limited to the ability to:

- Lift 30 lbs
- Sit or stand for shift (5-6)
- Assist as needed with light office tasks

## Direct reports

No positions or employees are supervised or managed directly by the Bookkeeper and Wholesale Account Manager

<b>Approved by:</b>	<i>Arielle Danan</i> <i>President/CEO, Beber</i>
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<b>Date approved:</b>	<i>2/20/2019</i>
<b>Reviewed:</b>	<i>2/20/2019</i>