



Job Title: Bookkeeper/Office Manager
Reports to: COO
Position: Salaried/Exempt

Role Scope and Responsibilities:

- Demonstrate initiative and take ownership for accounting/recordkeeping functions so that company financial and other business records are accurate, up to date and can be relied upon by management. Act professionally and maintain confidentiality of information.
- Office Manager responsibilities include oversight for overall maintenance of the office, providing backup phone support to customer service, function planning and offering general help to co-workers.

Accounting/Bookkeeping Responsibilities:

- **Day to day accounting:** Maintain the financial records of the company and work to ensure that internal controls are effective and operating as designed. Activities include, but are not limited to the following:
 - Ensuring cash is deposited in the bank and other bank activity (ACH and Credit Card activity) is posted and reconciled to the General Ledger
 - Posting of collections/credits to customer accounts
 - Reviewing of aged accounts receivable >15 days past due and calling customers to collect.
 - Work with sales and/or operations team to research to resolve any disputes, discrepancies or unauthorized deductions from payments
 - Review daily shipping records and ensure that customers are invoiced for what is shipped to them
 - Entering invoices to be paid into the Accounts Payable system and prepare checks, wires and ACH files for payment to suppliers
 - Reconcile activity in the Manufacturing system with the General Ledger, including a review of un-invoiced receipts and packing slips on a regular basis to ensure the payable is recorded timely and inventory records are updated
 - Posting daily orders and sales totals on bulletin boards
- **Periodic Accounting/Administrative:**
 - Process payroll, benefit and other forms associated with employee hiring, terminations/changes and maintain Human Resource files.
 - Process payroll and 401k contributions each payroll period and ensure that employees are paid on time
 - Record periodic Journal Entries each month and reconcile all General Ledger accounts at month end
 - Prepare month end sales and cost center reports

- Prepare weekly cash flow forecast and recommend payments to suppliers
 - Ensure accounting procedures documentation is maintained and updated as changes in processes or controls are made
 - Update dashboard each week
 - Monitor the accounting calendar to ensure that no deadlines are missed
 - Prepare and file periodic payroll and Sales/Use tax returns
 - Maintain detailed fixed assets records used to post and forecast depreciation expense
- **Office Manager:** Ensure all office management duties are attended to, including, but not limited to the following:
 - Backup telephone support for customer service
 - Sorting and delivering the mail
 - Managing employee parking passes
 - Ensuring the office is cleaned on a regular basis
 - Coordinate maintenance and repairs with JCM or other outside service providers
 - Order office supplies as needed
 - Ensure telephone system and printers are operating and utilize outside technical assistance when needed

Specific Other Duties:

- Provide backup support for Customer Service when needed
- Assist the COO on an as needed basis for analysis and other projects (US Census, month end entries)
- Create non inventory purchase orders as needed

Jetboil Culture Mandatories:

- Know what you're responsible for, take ownership
- Solve problems, develop processes, anticipate and take personal initiative:
 - We are building a rewarding place to work, together
 - If you don't figure it out and make it happen, who will?
 - Anticipate what needs to get done, in advance
- Be willing to ask for help, assist others and work together
- Share information pro-actively
- Be clear and concise in written and verbal communications