

Background

PUBLIC is a San Francisco based multi-channel retailer launched in 2010. We have a direct-to-consumer e-commerce site, brick and mortar PUBLIC retail stores, a network of independent US dealers, and wholesale and corporate business.

Job Summary

We are hiring an Accounting Assistant to support our Accounts Payable and Accounts Receivables needs.

You are thorough with great attention to detail. You have good analytical skills, love for Excel and are not afraid of learning. You are flexible and are looking for a part-time job (20-30 hours per week) to balance out your other life commitments. You can work from home occasionally, but also come into our San Francisco office.

Day to day, as our Accounting Assistant you will:

- Assist with full A/P cycle including GL coding and three-way matching process
- Collect dealer payments in accordance with payment due dates
- Identify issues attributing to account delinquency and communicate with management and sales department when necessary to successfully accelerate the collection process
- Prepare daily shipped sales reports for PUBLIC team
- Prepare daily credit card reconciliations
- Verify company credit card transactions/charges, code and book as a journal entry
- Generate invoices for Amazon in Vendor Central
- Assist Finance manager with various tasks and financial reporting and HR needs

Job Qualifications

- Bachelor's Degree is preferred. Degree in accounting or finance a plus.
- 2 years of relevant accounting experience preferred
- Strong attention to detail and accuracy required
- Self-motivated to complete tasks on time
- Proficient with Microsoft Office (intermediate Excel skills required)
- Previous experience with accounting software required
- Previous experience working with NetSuite Software a plus
- Must be dependable and comfortable working in a fast-paced and highly productive environment
- Love of bicycling & our mission a plus, but not necessary

Compensation

This is a part-time position estimated at 20-30 hours. Compensation commensurate with experience.

Please send us a note of interest and resume to: finance@publicbikes.com. All inquiries will be kept confidential, and we will follow up in more detail with any qualified applicant.