

ACCOUNTING ASSISTANT

IDEAL START DATE: OPEN

JOB DESCRIPTION

Kirk's Family of Natural Brands ideal candidate will be responsible for a broad range of accounting and bookkeeping responsibilities; instrumental to the daily functions of our business. We are seeking a candidate that is professional, detail-oriented, and comfortable working independently. Green/Natural products enthusiast is a plus!

RESPONSIBILITIES/JOB DUTIES

- QuickBooks Desktop Enterprise
- Chart of Accounts management
- Inventory Reporting: raw vs finished goods balances
- Fixed Asset Management
- Ad Hoc internal sales and financial reporting
- Bank Account Reconciliation
- Manage Software Updates
- Audit freight & shipping bills; process for payment
- General A/R and A/P transactions and Journal Entries
- Customer charge-back reports and credit memos
- Assist with: projections, customer and item level cost/profitability analysis, customer specific expense analysis, monthly dashboard for owners
- Monthly Sales Commission – create report and review
- Bi-weekly payroll support as needed
- Tax Compliance
- Support data gathering for Quarterly Tax Payments and Annual Company Tax Return
- Other Tax Compliance as needed (annual SOS filing, Sales Tax, review tax notices, etc.)

DETAILS

Hours: 8:30-4:30pm M-TH/8:30-4:00pm F

Directly Reports to: Financial Controller

Job Type: Full-time

Salary: \$38,000 - \$45,000 per year

Work Location: Erlanger, KY

Work Remotely: No

Qualified candidates please send your resume to

Email: raymond@kirksnatural.com

Subject Line: Accounting Assistant Application

QUALIFICATIONS

- Prior experience in an accounting/bookkeeping/tax role is required
- Proficiency in QuickBooks
- Familiarity with Microsoft Excel, Word and Outlook
- Solid verbal and email communication skills
- Meet background verification requirements
- Highly detail-oriented

ABOUT US

Our business is family owned and operated by two second generation sisters, Molly & Katherine Oliver. With a growing portfolio of over 80 natural personal care products ranging in distribution at Walmart, Kroger, Publix, Amazon and more - we are just getting started!

Come join us!