

Bookkeeper

Location: Woodstock, Vermont/ hybrid potential

Department: Finance

Type: Full-Time hourly

Reports to: Finance Manager

Salary: \$24-30 based on experience

About Us:

At Farmhouse Pottery, we are committed to traditional craft and techniques, rooted in simple, intentional designs for your home. We aspire to bring timeless and functional home goods to our customers, enhancing their living spaces with quality and style.

Job Summary:

We are seeking an organized and detail-oriented Bookkeeper to join our finance team. In this role, you will be responsible for managing daily financial transactions and maintaining accurate financial records. You will play an integral part in ensuring the financial health of our organization, while supporting our overall accounting functions.

Key Responsibilities:

- Record daily financial transactions.
- Prepare monthly bank reconciliations and ensure accuracy of financial reporting.
- Manage accounts payable and receivable, including recording deposits and processing invoices.
- Execute payroll processing and ensure compliance with relevant regulations.
- Support retail location with change management and manage weekly cash deposits.
- Collaborate with the Finance Manager to provide necessary documentation for audits and tax filings.
- Maintain accurate and timely financial records
- Ensure compliance with financial policies and procedures.

- Other duties as assigned by Finance Manager

This is a great opportunity for someone looking to grow their accounting skills in a dynamic and creative environment.

Requirements

- High school diploma or equivalent; associate's or bachelor's degree in accounting, finance, or a related field is preferred.
- Minimum 2-3 years of experience in bookkeeping or accounting roles.
- Proficiency in Excel/ Google Sheets.
- Netsuite ERP experience.
- Strong attention to detail and organizational skills.
- Excellent numerical and analytical skills.
- Ability to communicate effectively with team members.
- Knowledge of GAAP principles and basic accounting practices.
- Ability to work independently and manage time effectively.

If you do not meet every requirement, we still encourage you to apply!

No agencies, please.

Benefits

- Comprehensive health, dental, and vision insurance
- Parental Leave policy
- Company paid holidays and PTO
- 401(k) with company matching
- Opportunity to make pottery, plus product discounts

To apply: send your cover letter and resume to hr@farmhousepottery.com

We participate in E-Verify