

Cycling '74 is looking for a bookkeeper.

Working closely with the Accounting and Finance team, you will be responsible for maintaining records of financial transactions and assisting with the team's general needs.

BASIC FUNCTIONS

- Accounts receivable, accounts payable, and bank deposits
- Verifying, allocating, and posting transactions for all bank and credit card accounts
- Reconciling entries for all accounts
- Record-keeping and digital filing
- Calculate and enter royalties
- Prepare reports from Xero for internal usage

ADDITIONAL DUTIES

- Participate in accounting and other company meetings
- Conduct a monthly sales tax audit
- Monthly review and closing of the books
- Assist the Accounting and Finance team with additional tasks as needed

YOUR SKILLS

- High school diploma/GED required
- 2+ years of professional bookkeeping experience or college-level accounting classes

KNOWLEDGE, SKILLS, AND/OR ABILITIES REQUIRED

- Excellent knowledge of accounting and bookkeeping processes
- Strict adherence to keeping current records
- Confident working with Xero
- Working knowledge of Excel and Google Drive
- Experience with Expensify
- Ability to multi-task and adapt to changes quickly
- High level of accuracy and attention to detail

BENEFITS

- Competitive salary based on experience and qualifications
- Flexible 'work-at-home' policy facilitated by advanced communications tools
- Health, dental, vacation, and parental leave policy
- Interesting working environment and supportive culture

GET IN TOUCH: JOBS@CYCLING74.COM

To apply, please send a brief statement about what would make you a good fit, why you would like to work for a creative company, anything else you'd like us to know, along with your resume. The subject line should read: **"New applicant for A&F Full Time Bookkeeper."**

We enthusiastically welcome applicants with experience in a range of fields outside of accounting and would love to hear about it in your statement. If you're not familiar with Cycling '74, please visit <https://cycling74.com/company>

Cycling '74 is an equal opportunity employer. All applicants will be considered for employment without discrimination due to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

We acknowledge that there is a significant under-representation of women, BiPOC, and LGBT+ in the music technology industry. We actively encourage applications from all backgrounds in order to address this imbalance in moving towards an inclusive industry while simultaneously fostering a safe and non-violent work environment for all employees.