



Bookkeeper & Administrative Assistant

Repurpose, Inc. - Los Angeles, CA

Job Purpose:

Repurpose, Inc. seeks a Bookkeeping & Administrative Assistant who is looking for a long-term career with upward mobility. They will closely work with and report to the Director of Operations. The Bookkeeping & Administrative Assistant will be responsible for assisting in the day-to-day bookkeeping operations of the company. The ideal candidate believes in our mission to reduce plastics in our environment, and is a team player with excellent communication skills and a strong work ethic. Candidates should demonstrate a desire for a long-term career path in the accounting/finance field and be well-versed in general accounting principles. Attention to detail, accuracy and confidentiality are of utmost importance.

Essential Responsibilities:

- Accounts Receivable
 - Review and enter Purchase Orders, Customer Invoices, etc. into Quickbooks & communicate orders with our warehouse
 - Research and resolve customer payment discrepancies against our invoices
 - Collect Proof of Delivery documents and submit claims to freight carriers and/or customers
 - Manage Amazon Seller's Central inventory and payments
- Accounts Payable
 - Record vendor invoices in Quickbooks & mail payments
 - Reconcile vendor chargebacks; File and track chargeback disputes
- Review and Reconcile Credit Card statements & Employee Expense Reports
- File documents
- Stocking office supplies, stamps, boxes, etc.

Skills & Qualifications:

- Must be a self-starter with extreme attention to detail, excellent follow-through, and a willingness to learn
- Must be well-organized and be able to multi-task and meet deadlines
- Must be proficient in Quickbooks, Excel, and MS Office

Eligibility Requirements:

- 1-2 years of experience
- Bachelor's degree in Accounting or Finance

Bonus Experience

- EDI
- Amazon Vendor Central
- Amazon Seller's Central
- Fluent in Chinese

REPURPOSE, INC.

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