

**Birkenstock USA, LP
Accountant**

At Birkenstock, our business is a reflection of who we are. We have a passion for our products, an appreciation of their heritage and a genuine belief in their benefits. Our business is a reflection of what we represent - quality products that are comfortable, unique, timeless and respectful of the world around us. Our mission is to deliver happiness and satisfaction.

To provide quality products and services, we need quality people. We are looking for talented people who share our values of accountability, responsiveness, excellence, teamwork, respect, integrity and a positive attitude.

<u>JOB TITLE:</u>	Accountant
<u>LOCATION:</u>	Novato, CA (Hybrid)
<u>REPORTS TO:</u>	Accounting Manager
<u>SUPERVISES DIRECTLY:</u>	N/A
<u>TYPE:</u>	Exempt
<u>SALARY:</u>	\$70k-\$80k

Note: Relocation and any associated costs are the sole responsibility of the person hired for this position.

OVERVIEW

With oversight and guidance from the Accounting Manager, this position participates in the internal accounting operations and handles activities including but not limited to subledger journal entries, general ledger journal entry, monthly and daily account reconciliations, and ad hoc analysis. This position will offer you broad exposure to all functional accounting areas including accounts payable, inventory, cash and general ledger. The Accountant will assist other team members with monthly closing tasks and ad hoc analysis.

RESPONSIBILITIES

- Key participant in accurate and timely monthly accounting close including preparation of journal entries and account reconciliations.
- Reviews daily inventory reports and reconciles to the General Ledger.
- Reviews daily cash reports and reconciles to the General Ledger.
- Assists the Accounts Payable Accountant with invoice entry as needed.
- Assists the Accounts Payable Accountant with expense report review and processing as needed.
- Works with third party vendors and banking institutions to request documentation to comply with Company internal controls.
- Assists with the submission of sales tax notices to Avalara, a third-party sales tax compliance system.
- Responds to internal and external requests in a prompt and courteous manner.
- Provides best in class customer service both internally and externally.
- Completes special projects as directed by Accounting Manager and other members of the team.
- Responsibilities will continue to expand and transform over time as the company grows.

POSITION REQUIREMENTS/QUALIFICATIONS

- Bachelor's degree (B.A./B.S.) in Accounting from a four-year College or university.
- Preferably one year of accounting or bookkeeping experience.
- Strong accounting, quantitative, reasoning and analytical skills.
- Proficient in Excel.
- SAP experience a plus.
- 10-key by touch
- High attention to detail and accuracy.
- Comfortable using technology.
- Strong organizational skills.
- Must be able to lift and/or move up to ten pounds.

SKILLS NEEDED TO SUCCEED

- Organized, meticulous, with the desire learn.
- Self-starter who takes initiative, solves problems independently and strives for continuous improvement.
- Solid understanding of accounting principles.
- Excellent verbal and written communication skills.

If interested, please send cover letter and resume to kramos@birkenstockusa.com. Subject line should list "Accountant."

BIRKENSTOCK USA, LP IS AN EQUAL OPPORTUNITY EMPLOYER.