



for little citizens of the world

Position: Temporary to Permanent Finance/Administrative Assistant

Location: Potrero Hill, San Francisco, CA

Tea Collection (www.teacollection.com): We go there. Across the globe. And across the street. Turning our experiences into original designs of unique beauty, timeless style and easy comfort. Tea designs, creates and shares unique, modern and consummately wearable clothing for children and women. Distinct apparel collections that express and embody our journey of discovery around the world. The assortment is found in our seasonal catalogs, our website (teacollection.com) and hundreds of specialty stores including Nordstrom, Bloomingdale's, and high-end boutiques.

Job Overview: Reports to Finance Manager. Assist with both accounts payable and accounts receivable to ensure timely vendor payments, customer collections and accurate bookkeeping for both. Participate in monthly financial close and account reconciliation. Perform operational and financial analysis and reporting to facilitate data-driven business decisions.

Responsibilities:

- * Assist Finance Manager with recording all financial transactions accurately
- * Support the monthly financial close with analysis and reconciliation
- * Manage procurement of all office supplies as needed
- * General office management/special projects
- * Filing and data entry

Ideal Candidate Characteristics:

- * Able to handle multiple projects at once in a fast-paced and fun environment
- * Proactive, detail-oriented and deadline-driven
- * Passion for organization and accuracy
- * Wonderful set of interpersonal and communication skills for thriving in a collaborative, consensus-building environment
- * Ability to take initiative, ask questions and work independently with minimal supervision
- * High energy, good humored team player who thrives in an open environment
- * Shares and responds to our core values and attributes of Going There (doing, being and seeing, whether across the globe or across the street – exuberantly), Connecting (being open, sharing, warmth, possibilities) and Caring

Qualification Requirements:

- * Bachelor's degree in Accounting or equivalent experience
- * Strong analytical skills, and advanced knowledge of MS Office, especially Excel
- * Prior bookkeeping experience preferred

Work Schedule: Full time Monday-Friday

Compensation: DOE – Hourly Rate

To Apply: Please email your resume to katie@teacollection.com. Include a cover letter letting us know why you are interested in this position. Please include your compensation requirements.