

STAFF ACCOUNTANT

Bite is a NYC-based catering company that executes a robust calendar of high-end, bespoke events for a wide variety of private, non-profit, and corporate clients. Through attention to craft and collaboration, Bite's work attains an authentic resonance far beyond that of its competitors. Bite's incredible community of clients, staff, and friendships is the foundation for everything it does and fuels its passion to create and serve.

Visit imightbite.com for more info.

Position Description

Reporting to the Director of Operations, the Staff Accountant works closely with Director of Operations and the Owner to manage Bite's accounting and financial management functions.

This is a non-exempt, part-time position, estimated at 16-24 hours/week (scheduling is flexible), with the ability to work remotely, although availability for regular meetings (either in-person or via video conference) is necessary.

Primary Responsibilities

- Managing the complete Accounts Payables and Accounts Receivables functions, including entering receipt and disbursement transactions into QuickBooks, and tracking and managing A/P and A/R balances
- Printing and mailing checks and invoices, and maintaining orderly accounting files
- Tracking information for 1099 vendors and processing 1099 forms at year end
- Managing the chart of accounts and maintaining an orderly accounting system file
- Allocating all transactions using 'P&L by Class' and 'P&L by Job' functions
- Entering weekly payroll into QuickBooks
- Conducting monthly bank and credit card account reconciliations
- Calculating and remitting quarterly sales tax due
- Assisting with the creation of annual operating budgets and individual event budgets
- Analyzing and reporting on company performance and financial condition, and creating models and projections for future performance
- Regularly reporting on financial performance to the Owner, Director of Operations, and the senior management team
- Creating documentation for the external accountant and assisting with preparation of annual tax filings
- Establishing, monitoring, and enforcing fiscal policies, procedures and internal controls
- Assisting with filing and other clerical/administrative duties, as needed

As a small, entrepreneurial company, Bite thrives when its staff functions as a cohesive, collaborative team, working together to ensure the success of the company and its goals. To this end, every staff member is called upon to contribute to Bite's success, which may mean occasionally stepping in to fulfill a role or duty not specifically listed in this job description.

Requirements

- 5+ years' experience in public or private accounting, or bookkeeping
- Strong data entry skills, with a high degree of accuracy and attention to detail
- Ability to multi-task, work independently, and succeed in a fast paced environment

- Experience creating and manipulating spreadsheets

Preferences

- Experience working in a small- to mid-size company or organization, performing all accounting functions
- Bachelor's degree in Accounting and/or a Bookkeeping certificate
- Intermediate or advanced experience with QuickBooks and Excel
- Experience in the food service industry

To Apply

Please submit a resume to Jeremy Ritz-Totten, Director of Operations: jeremy@imightbite.com

Bite does not discriminate on the basis of race, sex, color, religion, age, national origin, marital status, disability, veteran status, genetic information, sexual orientation, gender identity, or any other reason prohibited by law in provision of employment opportunities and benefits.