



**Role:** Operations & Accounting Coordinator

**Employment Type:** Full-time, non-exempt

**Compensation:** \$20-\$22/ hour

**Location:** Boulder, CO

**Reports To:** Supply Chain Manager

**About You:** I am a person with great attention to detail and a good mental attention span. I have the ability to multitask, set priorities and follow through on tasks in a timely manner. I am able to put my head down and power through tasks while working in an environment with occasional interruption. I aim for consistency and efficiency in my work inside a stable environment.

**About Us:** Voted one of Outside Magazine's Best Places to Work in 2020, Skratch Labs is an outdoor company on the cutting edge of athlete nutrition, founded by two pro cycling veterans who started mixing performance drink mixes with simple ingredients for the pros in hardware store buckets over 9 years ago. Since then, we've built an amazing following of impassioned athletes and we're growing fast, but we always need help getting the word out! We believe food and drink are just better when made from scratch and we also believe that no matter where we find ourselves in life, it's never too late to start from scratch. We use our heads and our hearts in everything we do. Our goal is to help athletes perform better. Our brand and our team stand for being real, being supportive, and being fun. If you're inspired by athletes and our story, and you think you'd thrive in a start-up environment full of dogs, bicycle posters, shenanigans, hard work, and the occasional lunchtime knock-out (basketball) game, this could be the place for you.

**Responsibilities:**

- Responsible for replenishment of inventory at Amazon for FBA
- Accountable for all purchasing and replenishment of merchandise; set up items, including costs, and accounting
- Analyze the previous month sales demand to bridge the gap between sales demand and reordering.
- Own new product setup within IMS – SKUs, UPCs, NFPs, Costs, Price Tiers, etc.
- Own and improve QA of finished goods
- Conduct cycle counts and investigate discrepancies
- Shopify/ Shopify Pro order batching, moving discounts (Cin7)
- Amazon FBM order batching
- Amazon weekly sales data import into Cin7
- Recording Stripe payments in Quick Books
- Recording B2B Shopify payments in QuickBooks
- Recording D2C & Pro Shopify payouts and fees
- Cin7/ QuickBooks data import
- AR chasing and payment recording
- PO/ Invoice Review
- Weekly PayPal transfers
- PO Clearing account reconciliation

- Entering bills into Bill.com

#### **Qualifications:**

- **Knowledge:**
  - General knowledge of supply chain
  - General knowledge of accounting
  - Knowledge of QuickBooks
  - Knowledge of Microsoft Office suite, specifically excel
- **Skills and Abilities:**
  - General math skills
  - Highly organized, attention to detail with strength in high-level data analysis
  - Ability to communicate effectively with a variety of people
  - Ability to independently identify and solve problems and present recommendations and/ or answer questions
  - Ability to work with constant interruptions
  - Excellent time management skills
  - Ability to work under deadlines
- **Education:**
  - High School
  - College degree preferred
- **Experience:**
  - 1+ years of supply chain or forecasting/ planning/ inventory control
  - 1+ years of accounting experience preferred
  - Looking for demonstration of analytical capability using system tools, and able to work with large data sets with speed and accuracy. System tools can be ERP, inventory management systems, forecasting, statistical, heavy excel analytics, etc

#### **Position Definitions**

- The Operations & Accounting Coordinator is a full time hourly position, based in Boulder Colorado, reporting to the Supply Chain Manager.
- Hybrid in office and remote work policy where Skratch Labs employees will be in person in the office on Tuesdays and Wednesdays to foster connection and collaboration but the remaining days, work location, and schedule are flexible.
- Benefits include a medical/dental/ vision stipend, trust based Unlimited time off, paid holidays, 401(K), employee profit sharing, monthly product stipend, a positive and inclusive work environment.

**Application Instructions:** If this describes and inspires you, please complete a [10-minute survey](#) and send your resume and a short description about why you'd be a great fit to [jobs@skratchlabs.com](mailto:jobs@skratchlabs.com). Please put "Operations & Accounting Coordinator" in the subject line.