Bookkeeper

Are you looking for an amazing workplace where you can put your skills to work while enjoying an amazing culture, where employees are happy, employees are developing, and the team is performing at super high levels? If so, please read on and apply!

Ecovative is a growing biotech company looking for an experienced Bookkeeper who is eager to step in and become an integral part of the Finance Team. We are a lean organization that operates in an entrepreneurial atmosphere. The ideal candidate has a roll-up-your-sleeves mindset and thrives in a dynamic, fast-paced environment. Must also enjoy data entry, be results driven, value internal controls, and have a strong foundational understanding of accounting and closing processes. The Bookkeeper reports directly to the CFO and performs a variety of functions including payables and receivables, journal entry posting, reconciliations, account analysis, audit and tax support, closing activities, and preparation of financial reports.

Ecovative is a diverse group of technology and business professionals dedicated to developing high quality materials in a more sustainable way. Our team is using groundbreaking mushroom technology to develop and manufacture mycelium based products for a variety of commercial applications including plant-based food, textiles, and packaging.

**Ecovative’s Bookkeeper Will:**

- Perform AP functions including entering invoices and credit card transactions, preparing documentation packets, review AP entries prior to check runs for accuracy and proper coding, scheduling payments and ensuring vendors are paid on time.
- Perform AR transactions including creation of sales orders, issuing invoices, receiving payments, and maintaining customer files.
- Allocate costs to COGS appropriately; work with production teams to count and value inventory, and conduct inventory reconciliations.
- Maintain prepaid, depreciation and other schedules needed to support accurate allocation of costs and timely journal entries.
- Record adjusting entries for depreciation, prepaid expenses, deferred revenue, and accrued accounts.
- Reconcile credit card and other accounts; identify financial discrepancies and elevate appropriately.
- Conduct monthly and quarterly closing activities.
- Allocate payroll costs across categories and complete bi-weekly journal entries for payroll.
- Perform regular internal audits on revenues, expenses, assets, and liabilities to ensure external audit readiness; support the company’s annual independent audit and timely completion of the Audited Financial Statements; support insurance and benefits audits as needed.
• Calculate and remit quarterly sales tax returns, DBL/PFL reports, and other filings as needed
• Prepare and submit reports including expense analysis, month-end financial reports, quarterly statements, KPIs, metrics, and other reports as assigned
• Assist with bank activities, and prepare weekly cash transfer requests
• Contribute ideas and energy around improving financial systems to simplify finance processes and enhance automation and integration.
• Other assignments and ad-hoc projects as needed

**Minimum Qualifications:**
• Associate's Degree in Accounting or Finance
• Minimum 3 years bookkeeping experience
• Minimum 1 year experience working with Quickbooks Desktop
• Strong Knowledge of G.A.A.P.
• Experience with accounting close process and preparation of financial reports
• Advanced Excel Skills
• Excellent communicator with a desire to build relationships and foster collaboration across the organization and with external partners, vendors and customers
• Able to work under tight deadlines and handle multiple detail-orientated tasks
• High performer individually and within team environments
• Willingness to change and adapt to new processes, procedures, or work requirements
• Natural problem-solver with a motivation focused on deadlines and efficiency
• Works quickly and accurately in a fast-paced environment, with exceptional attention to detail
• Effectively prioritizes responsibilities
• Strong organizational and time management skills
• Reliable, accountable and confidential
• Proficient in Google Workspace including Gmail, Calendar, Drive, Sheets, Docs and Slides

**Preferred Qualifications and Competencies:**
• Accounting experience in a manufacturing setting (COGS, inventory valuation, production costing methods)
• Ability to work remotely or in a hybrid model
• Multi-Entity work

Ecovative is an Equal Opportunity Employer.
Please send your resume and cover letter to jobs@ecovativedesign.com
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