



Frankie & Jo's is looking for a part-time, **In-House Bookkeeper** to join our ever growing team! You must be extremely attentive to detail, self-motivated problem solver, and have the ability to refine systems as we grow.

Reports to: Director of Operations

Work directly with: Director of Operations

Hours: 6-8 in person at our Shoreline Corporate Office

Job Type: Contract

### **MISSION STATEMENT**

Frankie & Jo's mission is to radically shift the way people think ice cream.

### **VISION STATEMENT**

Frankie & Jo's is a plant-based ice cream company located in the bustling Capitol Hill and North Ballard neighborhoods of Seattle. Our retail shops sell cups, cones and pints of ice cream locally and we ship our pints nationally.

The focus is simple-- we use plant-based ingredients to make the most delicious and creamy ice cream in the country. Our ice cream techniques are based on refined culinary skills and standards, but we have founded a new tradition in ice cream making.

We have an extremely high standard for our product and our company, which is set by two owners who both have long-standing culinary and business backgrounds. These two attributes are the deeply planted roots of our company. We approach everything with mindfulness: our unique flavors, our mission to source local ingredients whenever possible, and our impeccable and knowledgeable customer service.

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### **The In-house bookkeeper will...**

- Handle Accounts Payable – An ability to bill input and make payments on Quickbooks tracking for 5 locations in 2020.
- Handle Accounts Receivable – A limited AR invoicing and payment tracking through Quickbooks.
- Complete all Payroll Duties – All new hire paperwork provided, tracked and submitted for payroll, reviewing employee hours and compile payroll information to send to

outside accounting, Assisting with employee vacation & PTO tracking and employee questions.

- Perform Office Administrative – General filing, organization, and monthly planning for Bookkeeping duties

This job is approximately 6-8 hours a week in person with room for more full-time work in 2020.

**An ideal candidate will have...**

- Three years of 10 Key, Data Entry, and Quickbook experience
- Three years of Administrative experience
- Proficient Microsoft Excel Skills
- A high level of accuracy and attention to detail

If this is you, please send your resume and a detailed cover letter describing why you think you are an ideal candidate to [jobs@frankieandjos.com](mailto:jobs@frankieandjos.com)

Thank you and we look forward to hearing from you!