

Office Manager & Bookkeeper

About McMullen

Recognized by *Vogue* as one of the top specialty retailers in the country, McMullen supports global emerging, female, black, and brown designers. The store was the first to introduce now-coveted designers such as Christopher John Rogers, Harwell Godfrey, Khiry, Aisling Camps, and Diotima. Many of them have gone on to become the most sought-after designers in the industry. McMullen has been called the “CFDA good luck charm” because of its founder’s keen eye for discovering new talent.

McMullen was founded in 2007 by Sherri McMullen as a brick-and-mortar boutique in Oakland, CA. The company recently added an e-commerce presence that spans designer clothing, accessories, beauty, and home. McMullen’s vision is to become the next major e-commerce fashion and lifestyle brand, with a focus on diverse designers – we are looking for team members who can help us achieve that vision.

Overview

Oversee the company’s financial data and compliance by maintaining accurate books on accounts payable and receivable, payroll, and daily financial entries and reconciliations.

Responsibilities

- Direct all aspects of accounting operations, general ledger, AP & AR, financial reporting.
- Coordinate, prepare, and review monthly, quarterly and annual reports
- Develop and maintain accounting policies and systems and ensure compliance with US GAAP
- Coordinating EOY reporting to give to CPA for tax filings
- Sales Tax Payments
- Office Management which includes market appointments for CEO and Buyer
- Develop and maintain relationships with vendors
- Perform other duties as assigned

Qualifications

- College degree required (BS or BA, concentration in accounting)
- Excellent analytical skills with keen attention to detail.
- strong understanding of accounting and bookkeeping principles
- Experience in Omni-Channel Retail
- CPA / CPA candidate a plus
- General ledger accounting experience required
- Based in San Francisco Bay Area on a hybrid schedule
- Strong computer skills: proficiency in Outlook, Word, PowerPoint, Publisher and knowledge of Excel
- QBO, Shopify, Bill.com experience a plus

Benefits

- Medical/Dental/Vision Plans

- Paid Time Off plus Holidays
- 401(k) plan
- Commuter Benefits