



# Barefoot Books

*step inside a story*

## Financial Controller

West Concord, MA / Hybrid

### Who we are:

We are an award-winning, independent, women-owned and run, children's book publisher based in Concord, MA. Founded by two mothers in England in 1992, our mission is to open children's hearts, minds and worlds through global stories and art. In 2017, we were named by Forbes as one of the 25 Best Small Companies in America and recognized as the standard for excellence in children's books.

We are also a creative, passionate and driven team who love coming to work and making the best possible children's books on the market, with a team of the best possible people.

### Role description:

As the Financial Controller, you will lead and drive the global accounting functions. This role will undertake all aspects of financial management, including corporate accounting, financial reporting, and internal control policies and procedures.

Reporting to the VP of Finance & HR, you will join an amazing global team, working collaboratively with colleagues in the finance, sales, marketing and operations teams and across the business.

### Responsibilities:

- Oversee and direct the supervision of all day-to-day accounting and financial activities, including accounts payable, general ledger, and treasury management.
- Lead month-end financial close, monthly forecasting, establishing and monitoring internal controls.
- Ensure timely and accurate completion of relevant accounting activities including period reporting, fixed asset management, inventory valuation, cost accounting, and overall asset and liability control.
- Manage a small team of accounting professionals, ensuring they meet key goals and objectives.
- Enhance decision-making abilities by designing and implementing processes and procedures in alignment with business goals.
- Manage all tax compliance efforts with third-party consultants.

- Process information to generate periodic royalty statements and assimilate data to answer questions/ requests from contributors and agents.
- Plan and project manage upgrades to new and existing platforms and software such as Quickbooks.

### Qualifications:

- 8+ years of professional accounting experience; publishing preferred
- Bachelor's Degree in accounting, finance, or business administration; CPA preferred
- Strong analytical and problem-solving skills;
- Proficiency with Google Suite, Outlook, Quickbooks and related programs.
- Excellent organizational skills, ability to work collaboratively and independently in a fast-paced environment;
- Detail-oriented, strong execution skills, with the ability to multitask and prioritize;
- Strong oral and written communication skills;
- Positive attitude with a passion for working on a small, dynamic entrepreneurial team.

### We offer:

- A flexible, hybrid working culture, with 3 days in the office.
- A friendly, welcoming, and inclusive working environment
- Team gatherings, lunch and learns, and volunteer opportunities
- Base salary of \$75-80k per annum, plus profit-sharing plan
- Personal medical and dental benefits
- Participation in the company's 401k plan
- Paid holidays, sick and personal time off
- Paid Paid Winter Break December 24 – 31

As a publisher whose core values focus on respect for the world's diversity and opening doors to underrepresented voices within the publishing industry, we strongly encourage candidates of color to apply.

All qualified applicants will receive consideration for employment without regard to race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, or protected veteran status.

To apply, please email your resume and covering letter explaining your interest in the position to [hire@barefootbooks.com](mailto:hire@barefootbooks.com).