



Bookkeeper/Office Manager Job Description

About Social Bicycles

Social Bicycles builds the next generation of urban mobility: bicycle sharing systems that are smarter, cheaper, and faster to deploy than traditional bicycle sharing programs. Instead of using ‘smart racks’, Social Bicycles builds ‘smart bicycles’ with on-board GPS / GSM connectivity and an integrated electro-mechanical lock. Our team of mechanical engineers, electrical engineers, industrial designers, and software engineers produce every aspect of our industry-leading bike share platform in-house. Social Bicycles is expanding rapidly, with 30 programs and counting across the United States, Canada, and Australia.

We are a growing team of urban aficionados, engineering wizards, transportation wonks, and cycling devotees. We place tremendous value on our Company’s roots and culture: a mix of ingenuity, controlled chaos, hard work, and sense of purpose. All candidates should have the experience, competence, and enthusiasm to dive in headfirst and rapidly solve complex, exciting, and complicated problems. This job opportunity offers a unique chance to join a small team and make a big impact.

As Bookkeeper/Office Manager, you will be responsible for all aspects of SoBi’s day-to-day bookkeeping and office operations and be uniquely positioned to help with SoBi’s rapid expansion.

Primary Responsibilities

- Manage accounts payable and accounts receivable.
- Prepare checks, wires, ACH payments and bank deposits.
- Check and verify source documents such as invoices, receipts, computer printouts.
- Allocate and post financial transaction details to subsidiary books.
- Assist with month end close, budget preparation and audits.
- Maintain complete filing system to support financial records.
- Manage office needs and day-to-day office operations, including facilities maintenance, organization, clerical support, and ordering office inventory.
- Support SoBi’s human resources program and rapid expansion, including recruitment, maintenance of human resource policies and practices, and implementation of various HR initiatives.
- Greet visitors and make their visit great.
- Initiate and implement new projects to benefit overall office workflow.
- Assist with coordination of conference room setups, mail and overnight carrier shipping and general office administration.
- Assist with travel bookings and expense reporting for employees.
- Coordinate events, parties and meetings.

Education and Experience

- Extensive knowledge of QuickBooks Online.
- Working knowledge of Microsoft Office, specifically excel.
- An associate degree in accounting, finance or business an advantage.
- Bookkeeping certification preferred.
- 3 years of relevant work experience preferred.
- Self-starter, able to work independently.

Equal Opportunity Employer



It is the policy of SoBi to provide employment opportunities without regard to race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, prior record of arrest or conviction (except as permitted by law), predisposing genetic characteristics, or status as a victim of domestic violence, sexual offenses and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation.

SoBi strongly encourages diverse candidates to apply.

Drop us a note at jobs@socialbicycles.com if you are interested.