



Accounting & Administrative Assistant

West Concord, MA

Who we are:

We are an award-winning, independent, women-owned and run, children's book publisher based in West 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 and Responsibilities:

This is a foundational accounting and administration role with significant room to grow. Reporting to our Accounting Manager, you'll play a key role in core accounting functions including AP, AR, bank reconciliations and month-end processes, along with administrative support across our small team. We're looking for someone who wants to eventually take on greater responsibility in finance. This role requires resourcefulness and an entrepreneurial mindset in a fast-paced environment.

We are looking for:

- Experience and interest in accounting
- Strong spreadsheet and analytical skills with an instinct for improving how things work
- Proficiency with Google Workspace, Microsoft 365, QuickBooks, along with familiarity and ability to use AI tools to enhance productivity
- Innate attention to detail and strong organizational skills
- Ability to work both collaboratively and independently
- Outstanding communication and interpersonal skills
- Passion for children's book publishing and Barefoot's mission

You'll thrive here if:

- You get energized by variety and aren't afraid to jump into unfamiliar territory
- You're comfortable with the fast pace of a small company
- You want to learn the business and have your contributions be visible and valued

We offer:

- A flexible, hybrid working culture, with 3 days in the office highly encouraged
- A friendly, welcoming and inclusive working environment
- Team gatherings, lunch & learns and volunteer opportunities
- A starting salary of \$45,000 per annum, with potential for profit-sharing bonus
- Personal medical and dental benefits
- Participation in the company's 401k plan
- Paid holidays, sick and personal time off
- Paid Winter Break between Christmas Day and New Year's Day
- Opportunities for growth and mentorship

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.

Candidates must be authorized to work in the United States without the need for current or future visa sponsorship.

Please apply via LinkedIn or email your covering letter and resume to hiring@barefootbooks.com.