Utepils Brewing

Internal Job Description

Position: *Bookkeeper/ Financial Controller / Office Administrator*

Updated: July 16, 2019

**About Utepils Brewing**

We are a European-inspired brewery producing beer that is classic yet uniquely distinct. Using tried and true brewing practices, we’re creating a new tradition in the Twin Cities that brings friends and families together to share good times and great beer.

**Overview**

The Accountant/Office Manager role manages the fundamental aspects of the financial recordkeeping, including recording financial transactions in appropriate account classifications, processing accounts payable and receivable, reconciling bank statements, and posting transactions in the accounting software tool(s). At Utepils Brewing, in addition to the financial components, the Accountant/Office Manager role includes office management functions to allow our 3 major Lines of Businesses (Production, Distribution and Taproom) to maintain focus on their respective organizations.

**Reporting to the Vice President, primary financial duties and accountabilities include:**

Transactional

* Manage the Chart of Accounts to appropriate level of reporting to meet legal requirements, as well as to enable leadership decision making.
* Payment of all incoming bills/invoices in an accurate and timely manner.
* Post transactions to accounts by verifying and allocating appropriate amounts.
* Receive, review, approve/decline, and process employee expense reports.
* Reconcile all bank accounts monthly.
* Manage invoices to/from major distribution vendors for both beer product and other expenditures.
* Perform detailed research as needed on various expenses, invoices, and other financial data.
* Ownership of payroll processing, working with payroll vendor, including facilitating distribution of 1099s and W2s.

Month/Year End Activities & Reporting

* Maintain and balance general ledger by preparing trial balance and recording reconciling entries as required.
* Prepare financial reports by collecting, summarizing and analyzing financial information for trends in order to provide insight to the leadership team. This includes create ad-hoc reporting from the accounting system as needed to facilitate decisions and specific information requests.
* Prepare Profit &Loss and Balance Sheet reports.
* Assist accountant/CPA/CFO with annual financial reports and tax returns
* Assist with budget creation, forecasting, and reconciliation through use of the accounting software.

Office Management

* Manage process of city and state licensing.
* Maintain inventory of office supplies and proactively ensure appropriate inventories and cost-effective purchasing of items.
* Manage process of approved charitable giving donations to ensure donations are available for recipients, and data is tracked for annual reporting.
* Assist with major event scheduling, contracts, and billing for the events.
* Assist with merchandise and gift card fulfillment.
* Maintain both digital and physical filing system for all corporate records.
* Other duties as assigned

**Necessary Skills, Training, & Qualifications**

* Associates degree (2 year); preferably 4-year degree.
* 3- year office experience, preferable in a financial capacity
* Effective communication skills with ability to present information in clear, concise manner
* Proficiency with MS office, including high proficiency with Excel
* Excellent analytical and problem-solving skills, with high degree of accuracy and attention to detail.

**Preferred Experience**

* Experience with Orchestrated Accounting Software, Orchestrated Beer in particular
* Experience with Aloha POS System or similar technology.
* Experience with brewery operations in any capacity.

**Compensation**

* Salary range is between $38,000 and $42,000 depending on experience and qualifications.