



Utepils Brewing
Job Description
Position: Staff Accountant
Updated: October 2021

Overview

The Staff Accountant role provides entry-level financial support services to the accounting department, including recording financial transactions in appropriate account classifications, processing accounts payable, cash reconciliation, and posting transactions in the accounting software. At Utepils Brewing, in addition to the financial components, the Staff Accountant may also perform support functions to allow our 3 major Lines of Businesses (Production, Distribution and Taproom) to maintain focus on their respective organizations.

Reporting to the Controller, the primary financial duties and accountabilities include:

Duties and Responsibilities

- Process Accounts Payable invoices and credits in an accurate and timely manner
- Set up weekly Accounts Payable check run packet for approval of Controller
- Manage invoices to/from major distribution vendors for both beer product and other expenditures
- Verify and allocate amounts appropriately while posting to accounting system
- Allocate and entry of employee expense reports
- Daily processing of all Taproom sales from the Point of Sale (POS) system into the accounting system
- Daily processing and entry of all incoming credit, ACH and cash payments into the accounting system
- Weekly Taproom cash management reconciliation
- Process, reconcile credit card payments and code to proper General Ledger accounts
- Assist with reconciliation of weekly and monthly inventory physical counts
- Perform detailed research as needed on various expenses, invoices, and other financial data
- Assist Controller with month quarter, and year end closing process
- Act as backup to Controller to keep the department running smoothly
- Maintain both digital and physical filing system for all invoices and documentation of all major vendors and customers
- Other duties as assigned, including but not limited to assisting with office management functions such as maintaining and purchasing inventory of office supplies and other activities to help the office run smoothly.

Necessary Skills, Training, & Qualifications

- Associates degree (2 year); preferably 4-year degree
- 2-3 years of accounting experience, preferable in Accounts Payable, Accounts Receivable and General Ledger
- Knowledge of generally accepted accounting principles
- Effective communication skills with ability to present information in clear, concise manner
- Proficiency with MS office – strong proficiency in Excel
- Strong analytical problem-solving aptitude with creative solutions, ability to organize work efficiently, manage multiple project and deadlines simultaneously with strong attention to detail.

Preferred Experience

- Experience with OBeer (Orchestra Software) manufacturing and accounting software
- Experience with QuickBooks Desktop or Online
- Experience with Toast POS System or similar POS technology.
- Experience with manufacturing or brewery operations in any capacity.

Benefits

- Health, Dental, and Vision Insurance
- Health Savings Account with employer match
- Life Insurance, Short and Long Term Disability paid by employer
- Paid Time Off
- 401K plan with employer match
- Employee Assistance Program

About Utepils Brewing

Located in Minneapolis, MN, Utepils Brewing is a European-inspired, craft brewery, producing beer that is “indescribably good”. 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.