



MINTAHOE

CATERING & EVENTS

AWARD-WINNING MINTAHOE CATERING & EVENTS IS THE LARGEST PRIVATELY OWNED CATERING COMPANY IN MINNESOTA WITH OVER 25 YEARS OF EXPERIENCE IN THE INDUSTRY. OUR TEAM PROFESSIONALLY CATERS THOUSANDS OF EVENTS EACH YEAR WITH OUR FOUR CATERING DIVISIONS AND NINE EXCLUSIVE VENUES! IF YOU'RE AWESOME, YOU WILL FIT RIGHT IN.

ACCOUNTING MANAGER

FULL-TIME POSITION

RESPONSIBILITIES

- LEAD THE MONTH-END CLOSE PROCESS INCLUDING ACCOUNT RECONCILIATIONS, JOURNAL ENTRIES, AND MONTH-END FINANCIAL REPORTS
- REVIEW BANK TRANSACTIONS AND RECONCILE BANK ACCOUNTS
- ACCOUNTING FOR FIXED ASSEST ADDITIONS, DISPOSALS, AND MONTHLY DEPRECIATION
- ASSIST IN THE DESIGN AND IMPLEMENTATION OF ACCOUNTING POLICIES AND PROCEDURES TO ENSURE PROPER INTERNAL CONTROLS AND ACCURATE FINANCIAL STATEMENTS
- STREAMLINE PROCESSES IN ORDER TO CREATE EFFICIENCY AND PRODUCTIVITY
- PROCESS VENUE COMMISSIONS MONTHLY
- PROCESS AND SUBMIT SALES AND USE TAX RETURNS
- ENTER INVENTORY FIGURES AT PERIOD END
- REQUEST CERTIFICATES OF INSURANCE
- ASSIST IN YEAR-END EXTERNAL AUDIT
- ASSIST WITH SPECIAL ACCOUNTING PROJECTS AS NEEDED

REQUIREMENTS

- BACHELOR'S DEGREE IN ACCOUNTING IS REQUIRED
- MINIMUM OF 3 YEARS RELATED EXPERIENCE IS REQUIRED
- STRONG KNOWLEDGE OF QUICKBOOKS
- ADVANCED MICROSOFT EXCEL IS ESSENTIAL TO THIS ROLE
- STRONG UNDERSTANDING OF GENERAL LEDGER AND FUNDAMENTAL ACCOUNTING CONCEPTS INCLUDING: INTERNAL CONTROLS, FINANCIAL ACCOUNTING, PROJECT TRACKING AND REPORTING
- POSSESS A PROFESSIONAL, OPTIMISTIC, AND "CAN DO" ATTITUDE
- MUST BE ORGANIZED AND ABLE TO PRIORITIZE MULTIPLE JOB DUTIES
- GREAT ATTITUDE AND WILLINGNESS TO LEARN NEW SKILLS
- WILLINGNESS AND FLEXIBILITY TO TAKE ON ADDITIONAL DUTIES AND RESPONSIBILITIES
- ADVANCED COMPUTER PROFICIENT IN MICROSOFT OFFICE
- STRONG ATTENTION TO DETAIL AND ABLE TO PROBLEM SOLVE
- MUST BE ABLE TO WORK A MINIMUM OF 40 HOURS PER WEEK
- STRONG ABILITY TO WORK EFFECTIVELY WITH CROSS-FUNCTIONAL TEAMS

