

Retail Tech

Chanhassen, MN

Direct Hire

The Accountant will perform and support accounting activities at the corporate level.

Essential Job Duties (reasonable accommodations may be made to enable individuals with disabilities to perform essential duties).

- Assist with the day-to-day, monthly and year end operations of the Accounting department by providing supporting schedules and financial reporting.
- Performs the processing of expense allocations, monthly accruals, amortization of prepaid expenses, and recording of adjusting journal entries.
- Performs general accounts analysis and reconciliation, including bank statements, fixed assets, employer's benefit costs, accruals and prepaid expenses.
- Assists in the preparation of internal financial reports.
- Performs tasks to establish and maintain employee/payroll records, process bi-weekly payrolls, maintain time and attendance records, and prepare and record related journal entries and employee benefit reconciliation.
- Accounts Payable Specialist, verifying payment of invoices associated with accounts payable and ensures payments are charged to the appropriate GL accounts and departmental classes. Maintains vendor master file.
- Performs data entry tasks and filling as needed.
- Prepare general ledger supporting schedules as needed
- Performs additional tasks as needed by the Controller, CFO and the President as requested.
- Cross train on other accounting roles as needed. Competencies
 - Proficient knowledge of general financial accounting.
 - Understanding of and ability to adhere to generally accepted accounting principles.
 - Highly proficient with QuickBooks accounting software and have familiarity with Autotask, Workmarket, FieldNation, and Zoho software products a plus.
 - Excellent attention to detail with strong organizational skills.
 - High level of integrity.
 - Professional, mature, self-motivated team player who also has the ability to work independently and with confidential matters
 - Strong written and oral communication skills.
 - Proficient in Microsoft Office Suite or similar software.
 - Excellent time management skills.
 - Highly organized with an ability to manage multiple projects simultaneously.

Education and Experience Requirements· Bachelor's degree in Accounting required.

· 5 years of accounting experience.

· Experience with ADP payroll processing.

· Working knowledge of QuickBooks, Autotask and Expense reimbursement software's.

Supervisory Responsibilities:

- This position has no supervisory responsibilities.
- Work Environment:
 - This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets.
 - Full Time Salary : \$63,000.00 to \$68,000.00 /year
 - Pay may depend on skills and/or qualifications
 - Experience: Accounting: 5 years (Required)
 - ADP payroll: 2 years (Required)
 - Education: Bachelor's (Required)
 - Benefits: 100% Health Insurance Dental insurance Vision insurance Retirement plan Paid time off This

If interested, please email your resume to

rob.mueller@infraspace.net