



# Modist Brewing Co.

Position:	Accounting Clerk/Bookkeeper
Reports To:	Controller
Status:	Part-time/Hourly/Non-Exempt
Pay:	20.00/hour

## **MISSION:**

At Modist, our aim is to modify beer and how it is perceived by defying rules and expectations. We push past traditional brewing by embracing creativity and unconstrained experimentation, taking an innovative approach to ingredients and techniques in order to harness raw inspiration and create a new beer experience.

## **JOB OVERVIEW:**

This role will work alongside the controller in daily and weekly tasks. They will maintain a steady cash flow through hands on management of accounts payable and receivable. They will correspond with customers and vendors, responding to requests for information, inquiring about payment and other necessary information. They will work directly with our sales team, to ensure correct setup of new customers, as well as timely payment. They will update and carry on digital files and records, and assist in other tasks as requested by management. The work will primarily be completed at Modist.

## **GENERAL MODIST REQUIREMENTS:**

Modist Brewing is an inclusive and safe community and expects all employees and prospective new hires to exhibit the following qualities:

- Treat every individual with respect and facilitate a safe and welcoming environment for all employees and customers
- Be responsible and self driven, conducting oneself with dignity, self respect, and motivation
- Be an ambassador for Modist, all Modist brands, and act as a steward for the Minnesota Brewing community

## **KEY DUTIES & RESPONSIBILITIES:**

- Manage Accounts Payable, Accounts Receivable
- Email with customers and vendors
- Transactional Recordings



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- Record and File Management
- Respond to and assist Sales and Warehouse with inquiries regarding customer and vendor accounts.

## **SKILLS REQUIRED:**

- Experience, knowledge, and/or ability to learn simple technology platforms (spreadsheets, Google Suite, email, Slack, etc.)
- Experience with Quickbooks Online, preferred but not required
- Interest in learning and improving systems
- High school diploma, or GED

## **WORK ENVIRONMENT:**

- Able to work flexibly in multiple work environments including the Modist office, taproom, production brewery, and off-site
- Prioritizes safety and insists that team members follow safety protocols and best practices to ensure a safe work environment for all employees

## **PHYSICAL REQUIREMENTS:**

- Ability to sit and/or stand for up to 8 hours per day
- Ability to operate a variety of automated office machines which includes a computer, printer, calculator, telephone, etc.
- Physical demand requirements are at levels of those for sedentary work.