



Bookkeeper/Office Manager

Good City Brewing is seeking a Bookkeeper/Office Manager to join its team at their brewery in Milwaukee, Wisconsin. Good City is an independently owned craft brewery with multiple taproom restaurant locations, driven by its mission to Seek the Good through 1) pursuing excellence, 2) prioritizing relationships, and 3) engaging our local place.

The Bookkeeper/Office Manager will report directly to company ownership and is expected to manage most day-to-day accounting tasks within the company as well as oversee general organization and function of the corporate office.

Qualifications:

- Must be adaptable, hardworking, have a positive attitude, possess a sense of humor, and be a team player
- Embody Good City Brewing culture, vision, and values
- 5+ years of bookkeeping experience
- 2+ years of office/administrative management experience preferred
- Strong written and verbal communication skills
- Self-motivated
- Attention to detail
- Proficient in QuickBooks, and Microsoft Office (Word, Excel, Power Point, etc)
- Experience and/or general familiarity with payroll software such as Paychex, ADP, Kronos, Paylocity, etc
- Strong working knowledge of with the web and other technology
- Desire to work in a fast-paced, growing company
- Must be highly organized and methodical with strong administrative skills

Primary responsibilities include:

- Maintain accurate record of financial transactions
- Update and maintain the general ledger
- Record incoming/outgoing cash clearing entries into the accounting system
- Reconcile bank accounts w/ oversight from management
- Manage accounts payable and accounts receivable with input from management
- Oversee and reconcile credit card transactions
- Prepare weekly vendor payments/check runs/ACH payments
- Prepare bi-weekly payroll processing for approval by management

- Assist with data entry for new hire onboarding
- Record weekly sales for each revenue center
- Maintain proper accounting records including invoices, check stubs, and credit card receipts
- Update weekly company financial reports, as needed
- Monitor and respond to incoming general business communications (answer phones, email, etc)
- Oversee office cleaning service, product orders, mail/UPS service, etc
- Ensure that office areas are generally maintained and organized in a professional manner
- Other duties as assigned

Compensation:

- Competitive salary commensurate with experience
- Paid time off
- Paid holidays
- Employee discounts
- Eligible for group Health Insurance
- Eligible for 401K
- Job Type: Full-time Hourly