

The Walter Brewing Company, Pueblo, CO.

126 S. Oneida Street, Pueblo, Co 81003

Bookkeeper & Administration

The Walter Brewing Company is now hiring in our Administrative office! We are looking for the right team member that is well experienced in all things administration in the areas of accounting/bookkeeping, payroll, HR and other organizational administrative duties. This person will know the importance of keeping employee records and internal company information confidential and present themselves in a professional manner at all times. This ideal candidate will find such duties to be “second nature” with a supporting resume to exemplify their knowledge and comfort with such duties. This individual **MUST** be fluent in Quickbooks! Walter’s strives to hire positive team players with a great attitude who gives exceptionally great customer service to both external and internal customers. This position is expected to have the ability to identify, create and implement new procedures and processes in order to improve the flow, organization and efficiency of office tasks. If this sounds like you and you would like to join a great team in an exciting company and happen to LOVE Pueblo’s Walter Beer history, we encourage you to apply today!

Compensation: Pay based on experience, ranging from \$18-22 hr. Hourly, Monday - Friday, approx. 25 hours per week.

How to Apply: E-mail your resume to mia@waltersbeer.com with desired pay. Include 3 professional references.

Essential Duties and Responsibilities (Includes but is not limited to):

- This position is about **85% accounting & bookkeeping** with rest payroll, HR and other duties.
- Clerical duties such as answer phones, check voicemail messages, check & respond to emails
- Balance bank and cash accounts on a daily basis
- Bank deposits and making change for taproom
- Develop and implement training procedures of employees regarding properly opening, closing, nightly deposits and other duties that overlap with admin recording
- Bank and other account reconciliations
- All A/R and A/P duties
- **Must be fluent in QuickBooks desktop**, Google docs, Google sheets, Microsoft office, Outlook
- Generate weekly A/R reports and other reports for ownership team on a regular basis
- Overdue collection calls and contacts
- Email current Statements and invoices to customers
- Assess finance charges
- Monthly inventory count and journal entries
- Overlap appropriate inventory and other information into Toast POS system and website Wix.com system
- Assist in creating merchandise and other supply and ingredient reorders
- Assist with arranging range of facility repairs and others needs as the need arises
- Stocking merchandise on shelves and handle online website orders
- Manage Colorado Secure Savings retirement deposits
- Generate and submit sales taxes & excise tax payments and forms
- Well versed with payroll and understanding 941, Colorado withholding SUTA, FUTA. 1099’s, etc.

- Process all things payroll, audit and correct staff time punches, Audit & correct tip pooling in Toast
- File periodic reports
- Annual Insurance Audit reporting
- Manage new hire onboarding and offboarding duties.
- Manage employee time off requests and Colorado retirement deposits, unemployment requests, etc.
- Work closely with CPA office in processing monthly, quarterly and end of year reports
- Work with brewhouse in assisting with labor tracking, cost tracking. and other related costing duties.
- Aware of production costs and aid in the pricing process of new and current pricing.
- Renew and manage necessary business licensing
- QB's Payroll journal entry
- Troubleshooting & other incidentals regarding related duties
- Identify corrections and mapping needed between Quickbooks and the brewers software syncing
- Budgeting duties and being aware and proactive on expense tracking and thinking of ways where the company can save money where possible
- Implement and develop employee handbook as necessary
- Work with brewhouse to assist in costing and pricing of our products
- Apply for credit terms with vendors and other duties
- Experience in knowing what a CPA needs for qtr reporting and end of year tax reporting
- Assist with miscellaneous duties that the team or owners may request.

Education & Other Requirements:

- Have a bachelor's degree in a related field.
- Have at least 5 years of professional experience with such duties
- Must be fluent in QuickBooks desktop
- Must have ample experience in HR duties
- Experience in budgeting and costing a plus
- Must have exceptional organizational and communication skills
- Must have dependable vehicle
- Experience with Toast POS, Squareup, Ekos software and Wix.com is a plus
- Be able to lift 40 pounds
- Be able to walk up and down flight of stairs
- Be able to share an office with more than one team member/s

Please note that this position is not a position that will be provided training on the basics of accounting and bookkeeping nor provide training on how to use QuickBooks. This candidate must fully have the professional experience of maintaining the accounting and bookkeeping responsibilities of a like business and know what information to ask and manage when entering any new business in order to recognize how our business operates. This candidate must have experience and find comfort in working with an off-site CPA office for quarterly and year end duties.