

Headframe Spirits Inc.

Department: Administration	Job Description
Job Description Title: Bookkeeper	FLSA Status: Non-Exempt
Accountable To (Title): Operations Manager	Position Status: Full Time, Permanent
Prepared By: Kari Smith	Revision Date: April 13, 2021

Company Background & Job Summary:

Headframe Spirits Inc. is a beverage alcohol manufacturing company located in Butte, MT. In operation since 2012, Headframe is Montana's largest independently owned and operated distillery. Our goal is to use spirits to elevate community storytelling to create an economic win for our employees and our community.

The Bookkeeper oversees and assumes responsibility for accounting practices within the office, develops and implements Administrative Team procedures and prepares periodic reports. This position requires a general understanding of accounting principles and is responsible for diverse duties in maintaining accounting records. Abilities required include posting of entries from a wide variety of sources into ledgers and journals, reconciliation of bank statements, monitoring of accounts payable and receivable, payroll, analysis of data to determine action to be taken within limits of standard practice. A higher level of computer skill is required, including mastery of the internal accounting package and strong spreadsheet skills. Work is supervised and reviewed by the Operations Manager and an outside accounting firm to assist in appropriate procedure and accuracy.

This position is responsible for several administrative areas of Human Resources. Duties include administration of personnel records, benefits administration and ensures compliance with labor laws and regulations. This position is not responsible for the development or management of personnel.

Reports to and performs in direct support to the Operations Manager and owners and requires considerable independent judgement and discretion.

Essential Duties and Responsibilities and Expectations:

Financial Management and Analysis

40 % of time Description of Duty/Task:

- QuickBooks accounting oversight
 - QuickBooks data entry
 - Preparation of Accounts Payable
 - Management of Accounts Receivable
 - Manage Bank Accounts, including reconciliations
 - Manage Loans and Credit Lines
 - Job Costing of payroll hours and expenses
 - Regular auditing of the chart of accounts to make sure books are clean and accurate
 - Coordinate with Headframe's accountant, Operations Manager, and CEO to prepare books for filing taxes
- Monthly, quarterly, and annual compilation of data and financial statements, including:
 - Compile data from Whiskey Systems, SOS Inventory, Square and other internal software for all necessary adjusting journal entries into accounting software
 - Dissemination of required information to loan officers and external CPA
- Coordination with outside accounting services
- Coordination with banking and financial entities
- Vendor Account Management
- Development, maintenance, and implementation of procedures as related to accounting practices

Human Resources Administration Support

20 % of time Description of Duty/Task:

- Administer Employee Records
- New Hire Processing
- Employee Termination Processing
- Administration of Bi-weekly Payroll
 - Manage Employee Garnishments
 - Manage Employee Loans
 - Manage Time Clock software
 - Manage Commissions
- Payroll Tax Reporting
 - Bi-Weekly State and Federal Tax Payments
 - Coordination with outside accounting services for Quarterly State and Federal Tax Reporting
- Administration of Benefit Plans
 - 401(k)
 - Health Insurance
- Development, maintenance and implementation of procedures as related to personnel practices
 - Interpret and explain HR policies, procedures, laws with the assistance of legal experts when necessary

Operational Support

15 % of time Description of Duty/Task:

- Assist departments in procurement and on hand inventory management
- Oversight of raw materials purchasing
- To add value to the organization by being a positive, enthusiastic addition to the team
- Filing System Management
 - Supervision of paperwork organization and filing, across all areas of the business.
- Develops forms and templates for corporate use
- Data Entry for Departmental KPIs
- Works with departments to understand how software programs relate and affect one another

Regulatory & Compliance Support

15 % of time Description of Duty/Task:

- Bi-Monthly TTB Tax Return Filing and FET Payments
- Monthly TTB Compliance Support Filing
- Monthly Filing and Payment of State Excise and License Taxes
- Required Reporting and Oversight of Audits
 - Montana State Fund
 - Associated Employers
 - Employee Benefit Resources (401(k))
 - Others as necessary
- Other State Licensing & Reporting

Miscellaneous

5 % of time Description of Duty/Task:

- Support all departments directly with small projects, little tasks, and general assistance as necessary.

Training and Continuing Education

5 % of time Description of Duty/Task:

- Continue learning about Headframe Spirits business entities, including scope of production and manufacturing, products, history and goals of the company.
- Look for and participate in ongoing continuing education courses, webinars, conferences, workshops, etc. to improve skill level and knowledge concerning job duties.
- Provide training and training support to others including co-workers, owners, clients and occasionally industry peers.

Minimum Qualifications (Experience/Education):

- College graduate level reading, communication and math and problem-solving skills.
- 4-year degree or equivalent of experience in accounting or bookkeeping including solid comprehension of generally accepted accounting principles (GAAP).
- Education or experience in human resources and benefit administration of 2+ years.
- Requires basic knowledge of Apple equipment, QuickBooks Online, Google Workplace, Microsoft Word, Adobe Acrobat, and general office equipment.
- Advanced experience with Microsoft Excel or Google Sheets is mandatory, with knowledge of SUMIFS and VLOOKUP functions, etc.

Competencies or Knowledge, Skills and Abilities (KSA's):

It should be noted that the functions and responsibilities listed here are not all inclusive of what may be expected from the individual holding the Office Manager position. Headframe Spirits' employees may, from time to time, be called upon to help out in areas that may lie outside of those described by the formal job description. It is expected that in such circumstances the employee executes the assigned tasks with the necessary safety, enthusiasm, and attention to detail.

- Able to communicate well verbally and in a written manner including proper use of grammar.
- Requires a current driver's license and a driver's record without violations.
- Has no alcohol related offenses on record.
- Self-motivated and result-oriented with a positive outlook.

Physical Demands & Working Conditions:

- Maintain a safe, uncluttered work environment.
- Ability to lift and carry products/equipment weighing up to 50 lbs.

Qualified Applicants should submit their cover letter, resume, and a completed application.

Applications can be found at <http://www.headframespirits.com/wp-content/uploads/2014/02/HeadframeJobApplication2016.pdf>.

These can be submitted in person at 21 S Montana St, faxed to 406-299-2886 or emailed to work@headframespirits.com (preferred method).