



## JOB DESCRIPTION

<b>Title</b>	Accounting Specialist
<b>Purpose</b>	Complete day-to-day accounting tasks primarily related to accounts payable and month-end procedures with support and back-up provided to accounts receivable functions. Work well to serve the needs and inquiries of fellow team members, customers, and vendors. Provide additional support for month- and year-end closing needs.
<b>Reports To</b>	Accounting & Finance Manager
<b>Position Clarification</b>	Part-time, average of 24 hours per week [20-28 hours per week], non-exempt. <i>[The work schedule will be determined at the time of hire based on employee and employer's needs; but must be between 8 am – 5 pm, Monday – Friday, in our Office, and no less than 3 hours per day. Minimum of 4 hours required on Wednesdays.]</i> Benefits eligibility based on actual hours worked. This position has potential to add more hours in the future.
<b>Location</b>	Peace Coffee Office & Roastery, 2801 21st Ave S, Ste 130, Minneapolis MN 55407
<b>Travel</b>	Minimal/Not Expected

## Job Responsibilities

### Essential Duties (90%)

#### ***Accounts Payable (50%)***

- Monitor the Finance email inbox for items related to AP
- Organize and enter vendor invoices and other payment requests to proper GL accounts
- Maintain an understanding of what POs are outstanding and follow-up with those who created
- Follow up on vendor statements on at least a monthly basis
- Make timely, weekly payments via check, ACH, or other methods
- Collect, record, and reconcile credit card charges/accounts
- Maintain physical vendor files including permanent records File disbursement backups and paper work in an organized fashion
- Create and maintain vendor accounts in the accounting software
- Determine the tax status of vendors to request and file W9s for 1099 year-end work



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### ***General Bookkeeping and Occasional Duties (30%)***

- Scan and Deposit the daily Check Deposit into the online bank system
- Propose new fixed assets from vendor bills
- Assist in month-end close procedures, as assigned. Likely examples include:
  - Reconcile Credit Cards
  - Reconcile Petty Cash
  - Close out a variety of internal sales accounts
  - Assist with Coffee Shop entries (Inventory, COS, syrup, etc.)
  - Prepare and reconcile monthly reports for A&F Manager review
- Assist in the timely filing of 1099s at year-end
- Assist with the annual archiving of files
- Assist with special projects as needed

### ***Accounts Receivable (10%)***

- As a back-up function, perform cash receipts and deposit preparation when requested
- As a back-up function, perform customer statement or other communication when requested

### ***Non-Essential Duties (10%)***

- Other duties and responsibilities as assigned

## **Qualifications**

### **Required:**

- Minimum of two years of related experience.
- Working knowledge and experience of Microsoft Office, Google Drive, customer and/or vendor database software, and accounting systems. NetSuite experience strongly preferred. Sage/Peachtree experience a plus.
- Ability to thrive in an independent, self-directed environment that also has a strong ethic of teamwork and collaboration.
- Ability to coordinate multiple tasks, manage details, ensure accuracy and timeliness in a fast paced and changing work environment.
- Willingness to embrace growth, change and to be flexible with evolving processes and technology
- Strong written and verbal communication skills.
- High school diploma, or equivalent, required
- Passion for Peace Coffee's mission and values.

### **Additional Preferred:**

- Two or Four year finance, accounting or equivalent business degree or equivalent combination of education and experience.
- Accounts Payable and some general ledger/journal entry experience strongly preferred.



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### Physical Requirements

- This job operates in a clerical office setting, routinely using standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- This role requires the ability to sit or stand at computer or in meetings for extended periods of time.
- This role also requires the ability to lift files, open filing cabinets and bend or stand as necessary to complete filing.

Peace Coffee's mission is to make exceptional-tasting, fair-trade organic coffee that sustains the livelihoods of the people who grow, roast and sell it; preserves and protects the environment that produces it; and delights the taste buds of the people who drink it.

Peace Coffee provides equal employment opportunity to all individuals, regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex (including pregnancy), sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, Peace Coffee will provide reasonable accommodations for qualified individuals with disabilities.

### To Apply

Please email a resume and cover letter to [jobs@peacecoffee.com](mailto:jobs@peacecoffee.com) with "Applicant for Accounting Specialist" and your name in the Subject Line. No phone calls please. Application materials can alternatively be sent to/dropped off at our office located at: 2801 21st Ave S, Ste. 130, Minneapolis, MN 55407.

**Preference will be given to qualified applicants who apply by December 10, 2018.**