



## ABOUT EICKHOF

Eickhof Columbaria ([www.eickhofcolumbaria.com](http://www.eickhofcolumbaria.com)) is a fast-growing manufacturing and design company based in Minnesota, with offices in Crookston and Minneapolis. The company designs, fabricates and installs memorial projects (columbaria) all over the U.S. and abroad, with a strong focus on quality, craftsmanship, customer service, engineering, and design.

## ACCOUNTANT

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### POSITION SUMMARY

The ideal candidate will be an experienced accountant who is consistent, accurate, and thorough with preparing all financial information for our company. You will work closely with our Sales Manager, Operations Manager, and Owner to make company-wide financially responsible decisions. This position is based in our Crookston Headquarters. This position has the opportunity to grow into a Chief Financial Officer role.

### KEY RESPONSIBILITIES

- Compile and analyze financial statements
- Create financial reports
- Reconcile the general ledger regularly
- Process accounts receivable and payable
- Assist with budgeting and forecasting
- Assist with ensuring company is compliant with all tax requirements
- Prepare tax documents
- Manage accounting clerical staff (1-2 employees)
- Work with upper management to improve our project estimating procedures
- Review job costs with our estimating team
- Assist COO with our inventory management control system
- Maintain professional accounting knowledge by attending workshops, reviewing publications, establishing personal networks, and participating in professional societies
- Work with Sales Manager to approve expense reports
- Conduct quarterly and annual audits

### REQUIRED QUALIFICATIONS

- Minimum of 5 years of experience as an accountant in a corporate setting
- Bachelor's degree in Accounting or related field
- Ability to interpret and analyze required financial information
- Fluency in MS Office
- Fluency in Quickbooks
- Ability to thrive in a deadline-driven environment

### PREFERRED QUALIFICATIONS

- Fluency in Avalara sales tax software
- Fluency in bill.com software
- Experience in manufacturing, construction, or architecture
- Experience with estimating the cost of projects
- Certified Public Accountant (CPA) license

To apply email resume and cover letter (specific to this position at Eickhof) in PDF format to [stephen@eickhofcolumbaria.com](mailto:stephen@eickhofcolumbaria.com)

### EICKHOF COLUMBARIA

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