



EICKHOF®

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Head of Finance Department

Summary

The ideal candidate will be an experienced accountant who is consistent, accurate, and thorough with preparing all financial information for our company. This position oversees HR and IT related tasks as well. You will work closely with our Sales Manager, Office Manager / HR-Administrator, Chief Operating Officer and Owner to make company-wide financial and strategic decisions. This position is based in our Crookston Headquarters. If you are person who truly cares for customers and is driven to achieve excellence through integrity and teamwork with a positive attitude, then Eickhof Columbaria Inc. is worth your time.

Education

- Minimum - Bachelor's degree in Accounting or related field
- Preferred – Master's degree in Accounting

Key Responsibilities

- Compile and analyze financial statements
- Create financial reports
- Reconcile the general ledger regularly
- Process accounts receivable and payable
- Manage budgeting and forecasting
- Ensure our company is compliant with all tax requirements and prepare supporting tax documents
- Manage accounting / HR clerical staff (1-2 employees)
- Oversee HR and IT
- 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
- 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
- Understanding of EOS management system

Eickhof Columbaria Core Values

- **Positive Attitude** – Ask “why not? Before we ask “why”
- **Achieve Excellence** – Good is not enough
- **Integrity** – Do what is right, not what is easy
- **Cares about Customer** – Do what is right for the Customer
- **Teamwork** – No one does this alone

About Eickhof Columbaria Inc.

Eickhof Columbaria has spent over 35 years developing a better way to engineer, design, and fabricate columbaria. Columbaria are above ground memorial structures for the final resting place of cremated remains. We have an attitude that fosters a company culture of constant improvement and that attitude, along with our experience is the reason we have columbaria in nearly all 50 states. They are installed at churches, cemeteries, higher learning institutions, retirement communities, homesteads, and Buddhist temples.

To apply, please send a resume, cover letter and portfolio to demonstrate skills (specific to this position at Eickhof Columbaria) in PDF format to ronny@eickhofcolumbaria.com.