



EICKHOF®

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Bookkeeper

Reports to Lead Accountant

Summary

Eickhof Columbaria is looking to hire a full-time Bookkeeper. Primary responsibilities include using various software tools, including QuickBooks, to maintain accounts receivable, and accounts payable, processing purchase orders, maintaining inventory sheets and generating reports; processing bi-weekly payroll and maintaining related employee benefits; assisting in maintaining job costing records for completed projects; as well as assisting management with other various projects. The position is primarily work in the office and is based in Crookston, MN with a Monday to Thursday schedule.

Professional Qualifications

Education

- Minimum High School Diploma
- Preferred Associate Degree in Accounting or Related Field

Skill Sets

- Three years of experience working in accounts payable and receivable, general ledger, payroll, and payroll reports with manufacturing, construction, or transportation experience preferred
- Knowledge of generally accepted accounting principles
- Extensive experience with data entry, record keeping, and computer operation
- Proficiency in Microsoft Office including Word, Outlook, and especially Excel
- Proficient in the use of accounting software (QuickBooks Enterprise) for record-keeping, producing reports, file maintenance, and follow-up.
- Familiarity with Avalara (sales tax), Bill.com (payables), GUSTO (payroll), TSheets Worldwide (time-keeping), MONDAY (project management)
- Detail Oriented
- Organized
- Ability to handle sensitive and confidential information with discretion
- Ability to work in fast-paced situations when necessary

Duties & Responsibilities *include the following (other duties may be assigned)*

- Balance and maintain accurate ledgers bank accounts, credit cards, and petty cash
- Track project invoices for timeliness and accuracy. Coordinate appropriate billing to clients.
- Accounts Receivable collections including tracking of Past-Due Notices
- Process daily bank deposits and report financial results on a regular basis to management
- Copying, scanning, and filing records in an orderly manner within the online filing system
- Process vendor invoices and track bank account or credit card payment balances
- Transmit payroll to payroll service, ensure accuracy, arrange for appropriate bank transfers, and enter data in accounting software
- Maintain employee benefits/enrollments, ensure accurate remittance of balances to respective vendors/agencies and annual enrollment processes
- Recording paid time off and hours worked for employees
- Maintaining records for and renewal of licenses
- Assist in completing the accounting information needed for insurance renewals
- Administrative record keeping and follow-up as needed for the owner
- Maintain and transmit reports for gas tax
- Assist with the administration of employee benefits, including retirement accounts and insurance
- Assist with backing up Administration/Customer Service for incoming calls, packing urns, inscribed niche fronts, UPS shipments
- Track and record Client Guide expenses including car allowance
- Help onboard and orient new employees

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.
- **Caring About the 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 granite 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're installed at churches, cemeteries, higher learning institutions, retirement communities, homesteads, and Buddhist temples.

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