



Job Posting: Accounting Assistant

Company Overview

Third Space Brewing is an award-winning production craft brewery located in Milwaukee, Wisconsin. We are a rapidly-growing brewery with a passion for creating high-quality craft beer and a fun and welcoming “third space” for our customers (you have your home, you have your work, but everyone needs a third space). We have a tap room and beer garden on site in our 11,000 square foot brewing facility in the historic Menomonee Valley. Third Space Brewing is currently served in accounts throughout Southern WI (19 counties total). We will soon be adding +9 new counties and growing our distribution territory throughout Northeastern Wisconsin.

We strive to create a company culture and a brand that is fun, approachable, and team-oriented. We value impeccable customer service, hard work, integrity, and a devotion to creating and selling high-quality beer.

Position Overview

We are looking for a detail-oriented, analytical, and motivated person to join our team as a part-time accounting assistant. You will be assisting the Controller as we look to provide higher quantity and quality of financial information to be used for decision making throughout the business. This is a part-time position that will require approximately 15-20 hours of work per week. We are looking for someone who is passionate about craft beer, has strong attention to detail, and is interested in analyzing data to review prior business results and make a direct impact on future results. If you love craft beer and working with people in a fun but hard-working environment, we'd love to hear from you.

Job Responsibilities

- Adhere to financial controls in accordance with company's procedures
- Generate and distribute customer invoices and credit memos
- Record vendor invoices and ensure timely payment of balances due
- Facilitate completion of all required tasks for biweekly company payroll in conjunction with payroll service provider
- Identify, code, and gather supporting documentation for all banking transactions, including transfer of data and receipt images from employee credit card expenses app

- Adjust inventory records for book to physical count discrepancies
- Update and summarize various accounting schedules for month-end closing entries and adjustments
- Assist in compilation and analysis of financial reporting packages, budgets, and forecasts
- Assist in gathering information for tax accountants to prepare company taxes

Qualifications

- High School Diploma or equivalent required; Associate or Bachelor's Degree preferred
- 21+ years old
- Proficiency in office software tools such as Microsoft Excel/Word/ PowerPoint and Google Docs/Sheets
- One or more years prior accounting experience and basic understanding of accounting concepts and principles
- Strong attention to detail and accuracy in all data entry-related tasks
- Impeccable analytical, organizational, interpersonal, and communication skills
- Ability to maintain confidential information

How to Apply

- Send current resume and cover letter explaining your qualifications for the position, relevant experience, and why you are a good fit for our team.
- Send applications to Scott at accounting@thirdspacebrewing.com or 1505 W. St. Paul Ave. Milwaukee, WI 53233.