

BOOKKEEPER

FULL-TIME • LITTLE BROWN JUG BREWING COMPANY • WINNIPEG, MANITOBA



OVERVIEW:

We are seeking a bookkeeper with strong Excel skills to join the Little Brown Jug team. The ideal candidate is an experienced book keeper with strong technical skills, detailed oriented, and eager to support a dynamic team. This position will manage accounts payable, payroll, budgeting and reporting.

COMPANY:

Little Brown Jug is a production brewery in an old livery on the edge of the Exchange District in Winnipeg, Manitoba. Since opening in December 2016, Little Brown Jug has built a driven, professional, dynamic team that is encouraged to take initiative and provide input to business decisions. We are seeking a highly motivated individual who will thrive in our horizontal structure.

Little Brown Jug's core values are Honesty, Community and Quality. These values inform everything we do, from how our product is produced, the community events we host, our relationship with our accounts, and how we engage with our team. As Little Brown Jug is a young company, the successful candidate will have opportunity to grow as the business does.

DUTIES:

- Maintain all bookkeeping in Quickbooks online
- Manage accounts payable
- Process payroll
- Track budgeting, reconcile payments, identify deficiencies and propose cost controls
- Input data and prepare reports
- Communicate with suppliers and identify savings

REQUIREMENTS:

- Three years applicable book keeping experience
- Superior Excel skills
- Proficient in Quickbooks Online
- Detail oriented
- Takes initiative and works independently
- Strong verbal and written communication skills
- Coachable and an excellent team player
- Very strong organizational skills

HOW TO APPLY:

If you would like to apply, please email your cover letter and resume to **hr@littlebrownjug.ca**. In your cover letter, please answer the following questions in question/answer format:

1. State your applicable book keeping experience.
2. Exemplify your technical skills using Quickbooks Online, Excel, or and other applicable programs.
3. What is your career plan, and how does LBJ fit into this plan?

START DATE: JUNE 2019

REPORT TO: MANAGEMENT

RENUMERATION: \$35,000-\$40,000
