

Staff Accountant – Bench Brewing Company

Reports to: Finance Controller

Department: Finance

Location: Beamsville, ON

Job Type: Full Time

About Bench Brewing:

Located in the heart of Niagara's wine country, our award winning farmhouse brewery is located on the site of the historic Maple Grove Public School in Beamsville, Ontario. Our brewery will be a place for our guests to relax, learn, and experience the craft of brewing beer.

The Bench Brewing Campus sits across eight beautiful acres and features a 50hL brewing system, a tap and tasting room, a beer garden, a 'funk house' for our wild ale and barrel fermentation program, and our very own hops field.

The Role:

The primary role of the Staff Accountant is to assist the Finance Controller in managing the finance and accounting operations of Bench Brewing. You will be responsible for managing accounts payable and accounts receivable and assist with month end close.

Responsibilities and Duties:

- Bookkeeping duties, reconciling accounts, posting journal entries
- Maintaining general ledger accounts, preparing balance sheet reconciliations
- Processing purchase invoices & payments and communicate with vendors on discrepancies
- Process expense reports and credit cards reconciliations
- Review of accounts receivable aging reports and assistance in the preparation of the allowance of doubtful account provision and supporting material
- Proactively identify and escalates, as necessary, past due customer accounts and recommend actions for resolving delinquent accounts
- Assist with monthly, quarterly, and annual reporting requirements
- Supports Financial Controller with budget and cash forecasting activities
- Assist with implementing and maintaining internal financial controls and procedures
- Undertake other tasks/special projects as assigned by the Leadership Team

The ideal candidate will have:

- Bachelor's degree in Accounting or Finance
- Candidate studying for CPA will be preferred
- 1-2+ years accounting related work experience in a CPG environment considered an asset
- Strong interpersonal skills - verbal and written
- Highly motivated and ability to work independently
- Advanced MS Excel skills for reporting and data analysis
- Experience with NetSuite would be considered an asset

If you are motivated to work in a fast-paced, fun environment with like-minded people who love what they do, we want to hear from you! Please send your resume and cover letter to ken@benchbrewing.com.