

# ACCOUNTING ASSISTANT - JOB DESCRIPTION

**Department:** Finance

**Reports To:** Director of Finance

## Job Summary

Come join our fun-loving, laidback company!

You're looking for a change and we can't wait to meet you! We are a young, energetic, hip workplace looking for the perfect culture fit to join our Accounting & Finance team. We are the small, but mighty, backbone of money and fun here at Mitsch (small meaning just you and the person writing this job post). If you are highly detailed, thrive on working independently (or you know- in a pair), and are a fast learner, then you will be excited to know that we are creative, compassionate, flexible, and take really good care of our employees. You will play a critical role in ensuring we accurately record transactions and continue to support key operations within the company. We will play a critical role to help you maintain a great work-life balance, provide awesome benefits, and foster an environment of kind & supportive people. This position reports directly to the (amazing, funny, and talented) Director of Finance.

## DUTIES & ESSENTIAL JOB FUNCTIONS

- Enter credit card transactions and AP into QuickBooks and E-Manage
- Match purchase orders to incoming invoices
- Respond to accounting emails in a courteous and timely manner
- Assist with the monthly, quarterly, and year-end close processes
- Maintain licenses and registration renewals
- Ensure compliance with internal controls
- Other accounting, finance, HR, and/or admin duties as needed

## SKILLS & QUALIFICATIONS

- Minimum 1 to 2 years of experience in a similar position
- Self-motivated team player, hold trust with peers, attention to detail, tech savvy, resourceful, organized, who requires minimal supervision
- Must have a good sense of humor and an ability to multitask and prioritize
- Proficiency in QuickBooks and Microsoft Excel
- E-manage One and Ajera software knowledge, experience with an architectural service and / or furniture distribution would be ideal
- Knowledge of US GAAP and reporting requirements

- Excellent communicator, both written and verbal

At Mitsch Design we create spaces that EMPOWER and TRANSFORM people through the environments they interact with. Founded by Jeryl Mitsch in 1989, this **Certified Women-Owned Business** has completed award-winning projects locally, regionally, and nationally. Areas of expertise include Multi-Family, Corporate, and Senior Living. The firm invests in state-of-the art technologies to enhance Client interaction and total project solutions. The Mitsch Design team consists of experienced NCIDQ designers, licensed architects, furniture designers, and logistics specialists. We are large enough to handle projects of virtually any scope and offer a broad range of solutions across the country.

- Mitsch Design is a leading commercial interior design, architectural design, furniture dealership, and branding firm and is known for its innovative thinking and expert implementation of design.

Job Type: Full-time

Salary: \$40,000.00 - \$45,000.00 per year

**Benefits:**

- Medical, dental, vision, life and disability insurance
- retirement savings plan 401(k) with contribution percentage match
- paid vacation & professional days
- Leadership and employee development
- Flexible schedule
- Parental leave
- Fun and creative environment

Physical setting:

- Office/Hybrid

Schedule:

- Monday to Friday

Supplemental pay types:

- Bonus pay

Work Location: Carmel, IN