



**Mammoth Beers, LLC dba Mammoth Brewing Company and Lead Dog Brewing Co.**

Our Nature: Mammoth Beers strives to be an experiential company and community as much as a craft brewery. From the backcountry of the Eastern Sierra to the Brewer’s Hall of Mammoth Lakes, and from the great expanse of Northern Nevada back to Lake Tahoe, we are building a community with trusted companions and can-do collaborators. We’re gritty, resourceful, self-reliant and joyfully rebellious. Seekers of nature’s ability to inspire and heal, we are fiercely protective of our region’s unique places and open spaces – they shape our lives, our ambitions, our community and the experiences we create.

**Position Title:**

**Bookkeeper / Office Manager**

**Date:**

**March 2022**

**POSITION DESCRIPTION**

**1 | POSITION PURPOSE & SERVICE AREA:**

As part of the administrative team, the Bookkeeper / Office Manager will provide organization and task-support to the Vice President of ML Operations (VP), as well as ownership, upper management and outside accounting. This part of the administrative team provides internal-customer service to the following Mammoth Beers, LLC departments and/or business functions, including, but not necessarily limited to: finance, production, sales, marketing, retail and other operational activities.

**2 | MAJOR DUTIES & RESPONSIBILITIES:**

**Bookkeeping:**

- Handle all basic bookkeeping duties within QuickBooks Desktop, for all Mammoth Beers, LLC businesses (MB LLC): entering & coding bills by account/class, receiving customer payments, creating and emailing customer statements and past due statements.
- Coordinate AP/AR Duties as directed by VP and outside Accountant.
- Implement an effective packing-slip versus sales-order process to verify that we received what we paid for.
- Implement an effective vendor-cost-management evaluation program for all MB LLC businesses, to track monthly expenses and identify variances and then take the necessary actions to rectify when appropriate.
- Coordinate the production of 2-times-per-week Cash Flow reports for all MB LLC businesses; including check deposits, and soft bank-reconciliations twice per week.
- Produce a 1-time per week AP report and submit to Owner and VP for approval. After approval, process and mail weekly AP checks.
- Enter credit card transactions into QuickBooks, code & class, file monthly CC statements electronically.
- Ensuring payment of all critical monthly ongoing expenses, that have consequential deadlines. i.e. - ensuring that the company never misses a credit card, loan, or rent payment, for example.
- Create and manage monthly credit card use, tracking and coding forms for each employee that is issued a company credit card.
- Tasting Room – 3-times-per-week cash pick up, counting, entering into QuickBooks and depositing. Frequency of pick-up can vary with business levels.
- Support outside Accountant with tasks as directed; with importance placed on meeting monthly deadlines for the following tasks: saving monthly bank and CC statements - reconciling petty cash, drawer-cash and tips accounts – maintaining the Beer Bux spreadsheet – coded credit card charges – soft reconciliation of all bank accounts – event deposits – needs research items.
- Maintain company Beer Bux systems for both states – assuring both programs are functioning and data is reported back to outside accountant.
- Maintain company oversight on CA based event-deposits and payments; reconciling with yearly reports from event vendor.
- Maintain company spreadsheets to assess CAMs for all CA & NV sub-tenants and ensure proper payments, billing and appropriate tracking.

- Maintain company Departmental Evaluation measurement reports; produced at the end of each pay period and sent directly to appropriate managers.
- Maintain Company vehicle files/spreadsheet – ensuring all registration/fees are current.
- Maintain Company employee-entertainment spending budgets; to track use-versus-budget throughout a calendar year.
- Assist VP with MB LLC financial directives and projects as directed.
- Assist VP with Bluesa Admin/Cash Management support as necessary

**Administration:**

- Assist CA Managers with admin duties as time permits.
- Assist Owner, VP of Sales and all Sales Managers with ABC Price Posting as needed.
- Assist CA Warehouse Manager with admin duties, Shipping BOL's, DMV paperwork, etc.
- Assist with CA office, TR and warehouse supplies ordering and management (Record TR Managers office supply needs and add to AC office order)
- Answer MB LLC's office cell phone and Info@ email inquiries, directing inquiries to the appropriate departments.
- Assist with all MB LLC's office mail & CA shipping duties including CA post office pickup, outgoing mail and inter-company mail to/from NV. An expectation of 2 to 3 times per week, depending on business levels.
- Electronic & hard copy records filing and management (customer invoices and vendor bills)
- Generally, support corporate functions for the Owner, CFO and VP's; including Corporate Documents filing and upkeep.
- Assist the Payroll and HR Assistant with necessary functions as necessary to facilitate PTO requests.

**3 | ORGANIZATIONAL RELATIONSHIPS:**

Reports directly to the Vice President of ML Operations and supports the management team. No direct reports for this position.

Must be on site in the Mammoth Lakes office.

<b>Job Location:</b>	66 South Industrial Circle Mammoth Lakes, CA	<b>Number of Positions:</b>	-1-
<b>Employment Status:</b>	Full Time [40 + hrs/week]	<b>Employment Type:</b>	Hourly Employee
<b>Hourly Pay Range:</b>	\$25 to \$30 /hr.	<b>Other:</b>	Shared-Cost Health Benefits Package available

**SKILLS**

- Moderate to expert computer proficiency including Word, Excel, Outlook
- High Level QuickBooks (Desktop) skills are a requirement
- Exceptional organization skills
- Perform well in a high energy, fast paced environment
- Team work and people skills
- Service oriented
- Interest in and passion for craft beer a plus

<b>Degree:</b>	College education preferred	<b>Experience:</b>	3-5 Years bookkeeping experience
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