



185 S 33rd Court Milwaukee, WI 53208
www.rishi-tea.com

Position: Accountant, Full Time
Department: Accounting / Support
Status: Exempt
Reports To: CONTROLLER

Summary:

This position handles various accounting functions and analyses for Rishi Tea and will be a key role improving financial reporting and the understanding of the Company's business.

General Purpose of the Job:

- Support Controller and other Accounting Staff
- Relieve Controller of certain responsibilities that will allow them to spend greater portion of their time on Budgeting, Cash Flow, Financing, Financial Analysis, Corporate Guidance, Operations and HR
- Provide support to all other aspects of the Accounting Department as needed

Essential duties and responsibilities:

- Reconcile Bank Accounts
- Analyze and Reconcile General Ledger Accounts
- Manage Petty Cash
- Commissions Reporting
- Maintain Fixed Assets and other Schedules
- Back up Support for the Controller, Accounts Receivable and Accounts Payable Staff as needed
- Identify, Research and Analyze various Cost Points of the Business
- Cost Accounting
- Payroll
- Sales Tax Analysis, Compliance and Reporting
- Perform other accounting, financial or administrative tasks as may be required, from time to time, quite often on short notice by Controller or Owners.

Sphere of Interaction

- This position interacts and interfaces with the following roles and positions, providing financial & operational data, reporting and analysis:
- Accounting
- Procurement
- Production & Warehousing
- Owners
- Vendors & Customers

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.



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Education, Experience and/or Skills

Required:

- Bachelor's degree in Accounting, Finance, Business Administration or related field
- 1-3 years Corporate Accounting experience
- Good knowledge of Accounting, Business and Reporting principles
- Computer and MS Office, especially Excel skills
- Strong analytical and critical thinking skills
- Work independently and as part of a team
- Good communication and interpersonal skills
- Self-motivated and pro-active
- Attention to detail
- Time-management, prioritization and organizational skills

Preferred:

- CPA or Candidate.
- Food Industry work experience
- Manufacturing and or distribution
- QuickBooks and OMS software experience