

MIKE & PATTY'S

M&A Brands is a craft-casual restaurant group based in Boston, MA.

We're currently looking for a bookkeeper/accountant to join our team.

This individual would be responsible for handling all processes related to managing bookkeeping, accounting and reporting responsibilities for the five locations and the group as a whole.

This role includes managing and executing the following processes:

- Accounts payable including overseeing all automatic payments systems and manual payment to all vendors
- Managing all Quickbooks bookkeeping including reconciling all transactions
- Tracking purchases and payments across all locations to ensure they are accurately recorded
- Calculating and submitting all payments for sales taxes and other government taxes and fees across all locations
- Managing all other web or app based systems we utilize for accounting/finance/reporting such as Quickbooks, Melio, Square, Toast, Shopify and more
- Collaborating with M&A Brands leaders, management, employees and other stakeholders to create, implement and manage all of our financial, accounting, bookkeeping and reporting systems and processes
- Able to generate and populate consistent and accurate reports

We're looking for someone with the following qualifications:

- college/university degree in accounting or finance
- significant experience managing bookkeeping/accounting for similar companies in the restaurant industry
- significant experience working with US-based companies and familiar with US-based standard bookkeeping and accounting practices
- advanced English language and communication skills
- high-proficiency and fast-learning with online-based software
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