



**Accountant**  
**Shully Catering Inc.**  
**146 Green Bay Road**  
**Thiensville, WI 53092**

**Position available: Immediately**

**Pay: Based on experience**

**Benefits: Paid Vacation, Life Insurance, Health Insurance with Shully's covering half of your employee only plan. 401K with matching up to \$500. Daily Lunch.**

#### **Requirements and Duties**

- **Honesty is a must.**
- **QuickBooks-data entry-reports-QuickBooks Enterprise 21.0**
- **Working knowledge of payroll systems, Paychex or other similar programs.**
- **Must be highly proficient in Microsoft Excel**
- **Knowledge of Point of Sales systems and reporting is a plus**
- **Banking-several accounts**
- **401K reports/deductions**
- **Health insurance deductions/Life insurance/Vision**
- **Must have a strong grasp of accounting principles.**
- **Organization, accuracy, and attention to detail are a must.**
- **Responsible for Accounts Payable and Receivable -Shully Catering Inc and Pigeon Creek Liquor**
- **Responsible for tax reporting, sales tax, expo tax, etc.**
- **Responsible for Government reporting and auditing.**
- **Responsible for business, liquor, and other license renewals.**

#### **General Office Duties:**

- **Maintain neat and organized office area**
- **Proper filing and scanning of documents**
- **Postal Meter, HP printer and accounting office equipment monitoring**
- **Communication with Front of the house, back of the house personnel**
- **Receipt gathering and filing when accounted for.**
- **Annual filing of documents in basement room (and disposal of old files)**