

▶ MISSION

Honoring lives and enriching caregivers.

▶ VISION

Provider of choice for creating meaningful experiences.

▶ CORE VALUES

COMMITMENT TO CUSTOMERS

We **treat all with care and empathy**, support our **communities**, and value our **relationships**.

QUALITY

We provide **exceptional service** and **outstanding products** that together, **deliver premium value**.

INTEGRITY & RESPECT

We **honor our commitments** and treat customers, partners, and each other with **dignity**.

COURAGE & COMPASSION

We have the **strength** to **do what is right** for our customer, the business, and one another.

EXCELLENCE IN EXECUTION

We are **accountable for our actions**, always **strive for excellence**, and **deliver positive results**.

CONTINUOUS IMPROVEMENT

We have a spirit of **learning & development** to **foster innovation** and an **on-going pursuit of excellence**.

VERTIN

POSITION PROFILE:

Staff Accountant

Breckenridge, MN or Edina, MN

As a Staff Accountant, you would work independently as well as alongside a motivated team to provide key financial support to our growing organization. A successful candidate for this role must be familiar with full cycle accounting, a strong internal control structure, and all of the processes and documents necessary to produce financial statements for a reporting cycle.

We're looking for someone who is self-directed, able to seamlessly multitask, and positively impacts those around them. Intermediate Excel skills are required, and experience with Microsoft Dynamics GP is a plus.

TO APPLY:

If you're interested in bringing your talents to our Accounting team, please send your cover letter and resume to careers@vertin.com.

VERTIN HISTORY AND TODAY

From the first Vertin funeral conducted in 1904, providing professional, first-class funeral service has been our priority and creating meaningful experiences for families has been our passion. We have a long history of stability and financial security as a privately held funeral business. With locations spanning the Midwest, we are a diverse group of over 500 individuals inspired by a shared commitment to making a difference in people's lives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ◆ Review general ledger accounts and prepare monthly general ledger journal entries, adjusting entries and reversing entries and accruals
- ◆ Prepare miscellaneous cash transactions as necessary
- ◆ Reconcile the bank statement
- ◆ Ensure the accurate recording of sales and cost of sales in the point-of-sale system and reconcile to the ERP system
- ◆ Prepare fixed asset and depreciation entries
- ◆ Maintain the fixed asset system
- ◆ Prepare reconciliations and support for all balance sheet accounts
- ◆ Reconcile the subsidiary ledger to the general ledger as part of the month end close process
- ◆ Review the trial balance and monthly trends as part of the monthly review process
 - Prepare in period, adjusting entries as necessary
- ◆ Prepare monthly variance comments based upon financial results

EDUCATION, EXPERIENCE, CERTIFICATIONS

Bachelor's degree in accounting is required. Experience with Microsoft Dynamics GP is a plus. Intermediate Excel skills are required.

SKILLS, QUALIFICATIONS, ABILITIES

The individual must possess these skills and abilities or explain and demonstrate that he or she can perform the essential functions, with or without reasonable accommodation, using some combination of skills and abilities.

- ◆ Self-motivated and self-directed
- ◆ Organized and able to prioritize multiple tasks, timelines, and projects
- ◆ Strong and precise attention to detail, and the ability to identify trends in data
- ◆ Aptitude for numbers
- ◆ Ability to anticipate the needs of others to provide a positive proactive experience
- ◆ Data entry skills
- ◆ Strong communication skills
- ◆ Strong computer skills, emphasis in financial/accounting systems and Microsoft Office suite