



## ACCOUNTING CLERK

City Brewing Company, a leading contract manufacturer in the beverage industry, has an immediate opening for a part-time Accounting Clerk.

This part-time role is an excellent opportunity for someone looking for flexible hours. The majority of duties will include processing accounts payable invoices reviewing vendor accounts, and maintaining accounting documents. This position will provide support to the Finance team and may include project work related to A/P, Costing, and Compliance functions.

Qualified candidates will possess:

- Relevant work experience or college level Finance or Accounting coursework
- Strong prioritization and organizational skills
- Strong attention to detail
- Excellent computer skills, advanced Excel a plus
- Works effectively both in a team environment and independently
- Able to handle a number of assignments and responsibilities while managing interruptions, changing priorities and deadlines
- Able to maintain confidentiality

The ideal candidate is available for approximately 15 hours/ week. The hours may vary based on department needs. We are willing to accommodate schedules, but require defined availability during normal business hours, 8:00 am to 4:00 pm. This position is also available as an internship.

Please apply online at [www.citybrewery.com](http://www.citybrewery.com) or forward resume to:

Human Resources  
925 South Third Street  
La Crosse, WI 54601  
Email: [jobs@citybrewery.com](mailto:jobs@citybrewery.com)

*City Brewing Company is an Equal Opportunity Employer*