

MEDIA BRIDGE

ACCOUNTANT I

JOB DESCRIPTION

Media Bridge Advertising is looking for a full-time accountant to join our finance team. Benefits include not only health insurance and 401(k), but also quarterly profit-sharing and a travel program that lets YOU select your business destination. Plus, instead of sitting in a Dilbertian cubicle, you get to work in our cool North Loop office in Minneapolis and enjoy all the free espresso and LaCroix you want—or grab a workout in our in-house gym.

Daily obligations will include AR/AP, management of vendor bills, financial reporting, invoicing, cash and credit management, data analysis, and special projects. Because this position will be so important to our agency, we're seeking a dedicated person who can help with our accounting needs, as well as evaluate new ideas and strategies.

"Culture Fit" We're Looking for at Media Bridge

We have a fun and vibrant culture that allows you to be you. We believe in equality, diversity and generally being good people who "do the right thing." We're a no-excuses, results-driven group who also likes to have fun. In this professional-yet-relaxed environment, we want employees who enjoy what they do and where they work, and who constantly strive to help us grow by helping our clients grow.

SKILLS & REQUIREMENTS WE'RE LOOKING FOR IN AN ACCOUNTANT

- Bachelor's degree in accounting, finance, economics or related fields, or an equivalent combination of related education and experience
- Strong knowledge of Microsoft Excel
- Strong knowledge of AR/AP processing
- Ability to assist in accounting implications for complex business transactions
- Ability to reconcile bank and credit card accounts
- Ability to resolve discrepancies in payments and vendor inquiries
- Ability to use multiple software applications to retrieve, interpret and convey relevant information
- Verbal, written and interpersonal skills to work effectively with clients, vendors and team members
- Ability to prepare financial reports and give analyses, as well as analyze departmental profitability

PREFERRED SKILL and KNOWLEDGE

- Experience in accounting within the advertising industry
- Experience in QuickBooks Online and/or Desktop
- Visual Basic programming

Media Bridge has been named to the Inc. 5000 list of fastest-growing privately held companies in America three years in a row by embracing our philosophy of Media the Way It Should Be™. That means aggressively negotiating top-notch media value for our clients through a process of unprecedented accountability, transparency and integrity. A surge in new business has opened up this new opportunity, and we're looking for the right fit in several ways.

Founded in 2010, Minneapolis-based Media Bridge Advertising has a diverse client roster that includes Inspire Medical Systems Inc., It's Just Lunch, Renters Warehouse, Kris Lindahl Real Estate, Louisiana-Pacific Corporation, Gutter Helmet, CRAVE Restaurants, 612-Brew, CPR Cell Phone Repair, Secondhand Hounds and numerous others. We're a tight team of smart, competitive, hard-working, fun and entrepreneurial marketing pros who specialize in getting clients more bang for their media buck. Most of all, we wake up every morning knowing that if our clients don't grow, we don't grow.

