



Accounting Coordinator – Eagan

About Us!

Inside Edge is a rapidly growing, employee owned, team-oriented company with an entrepreneurial spirit. We work to support our company's growth initiatives while supporting and servicing our customers, internally and externally, through our core company values. Our "Owner's Mentality" attracts top talent and inspires our employees to take pride and responsibility in the work that they do. We've been named a Top Workplace in Minnesota six times and aim to create a place employee-owners are proud to be a part of.

About the Team

We're enthusiastic, compassionate, bright, collaborative, fast-paced, and engaged. We bring our authentic selves to work and receive the support needed to grow. We strive to live the core company values – Integrity, Energy, Collaboration, Innovation, and Service.

About the Job:

The Accounting Coordinator is responsible for providing support to the finance department to help ensure effective, efficient, and accurate financial and administrative operations.

Essential Functions:

- Assist Accounts Payable in processing incoming invoices, back-up weekly check run and mailing of checks.
- Process USPS and UPS freight invoices.
- Reconcile vendor statements.
- Process weekly company credit card transactions in the automated system and match to the monthly statement.
- Process mail and document scanning.
- Process customer invoices in the accounting software, upload, and process in customer portal applications.
- Back-up Accounts Receivable processing.
- Create/request certificates of insurance for projects.
- Prepare lien waivers for review and execution.
- Duties may fluctuate based on positions focal area, location,

Job Requirements:

- College degree in accounting, or a related field (preferred).
- High School or equivalent required.
- 1+ year(s) related experience (preferred).
- Basic accounting knowledge (preferred).
- Proficient in Microsoft Office products
- Computer literacy and keyboard skills.

About You:

- Problem-solving skills
- Oral and written communication
- Interpersonal skills
- Organization and planning
- Time management
- Attentive to detail and accuracy
- Professional, adaptable, collaborative



- Customer service orientation
- Self-motivation and initiative

Physical Requirements:

- The ability to speak, hear and read while communicating both verbally and in writing.
- Prolonged periods of sitting at a desk and working on a computer.
- The ability to perform fast repeated movements of fingers, hands, and wrists (keyboarding and other tasks).
- Must be able to lift up to 15 pounds at times.

Benefits & Perks – Together We Own It!

- Employee Stock Ownership Plan (ESOP)
- 401k matching
- Bonus pay
- Paid time off
- Flexible schedule
- Health insurance
- Health savings account
- Vision insurance
- Dental insurance
- Flexible spending account
- Life insurance
- Employee assistance program
- Professional development assistance

Inside Edge Commercial Interior Services, LLC is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.