



Staff Accountant, 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:

This position records and maintains financial transactions and statements by following GAAP. This includes but is not limited to transactional processing, financial reporting, tax compliance, job cost accounting and assistance in annual audit.

Essential Functions:

- To meet reporting deadlines and support month and year-end close processes, balance and maintain accounting ledgers.
- Prepare, verify, allocate, and post journal entries in accordance with GAAP standards.
- Analyze journal entries and account balances before generating financial statements.
- Monitor and record daily bank activity.
- Prepares general ledger account reconciliations.
- Process customer invoices in the accounting software.
- Process accounts payable invoices and check run. Reconcile vendor statements.
- Process daily inventory transaction activity in accounting software and leads physical inventory counts.
- Analyzes monthly income statement and balance sheet prior to passing it on to management.

Job Requirements:

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

About You:

- High level of integrity
- Problem-solving skills
- Oral and written communication skills
- Interpersonal skills
- Organization and planning skills
- Time management skills
- Attentive to detail and accuracy



- Professional, adaptable, collaborative
- Customer service orientation
- Self-motivated 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.