



QUESTIONS TO ASK YOURSELF

Are you humble, hungry and smart? Do you have a strong work ethic? Are you looking for the opportunity to join a fast growth company with unlimited potential? Are you looking for an employer that wants to help you grow personally and professionally with a significant financial upside when you deliver exceptional business results?

If you answered yes to those questions, then we should chat.

RESPONSIBILITIES

The Bookkeeper/Senior Bookkeeper for Viden will have proficient knowledge of accounting practices and an ability to work well with others to ensure Viden Marketing's financial health. This role will be responsible for the processing of financial transactions for the business including daily bookkeeping, record keeping and financial reporting. We are looking for an organized person who is willing to do a variety of financial and administrative tasks to support the financial operations of the business. If you are a team player, flexible and like the idea of being able to shape and grow your role, this may be the job for you! We're looking for someone who wants to put their fingerprint on the department and business.

If you're willing to roll up your sleeves, actively participate as part of a team, bring energy to the office each day and are looking for a career—not a job—then we would like to hear from you.

- Manage accounts payable using accounting software and other systems
- Prepare, distribute and reconcile invoices
- Prepare and distribute media client estimates, invoices and credits
- Deposit and record payments received
- Establish and maintain relationships with media and business partners (as some call vendors)
- Review, process and record credit card transactions in QuickBooks
- Prepare and manage credit applications with various media partners
- Review and reconcile media invoices to post logs
- Properly track and rebill necessary expenses back to clients
- Assist with accounting records by reconciling monthly statements and transactions with external consultants
- Manage payroll and benefits related items through Gusto
- Track key financial data and perform periodic audits

REQUIREMENTS & QUALIFICATIONS

- Cultural fit (equally if not more important than technical skill)
- Strong work ethic
- Curious and motivated by growth (for our company and for yourself—in that order)
- Driven by producing measurable results and wanting to stand out for excellent work
- Career driven, not job driven
- Ability to look at priorities in the business and take action without being told what to do
- Excellent organizational skills
- Superior skills and knowledge in QuickBooks
- Proven history and track record of success
- Associates degree in accounting and a minimum of two years of related experience
- Must be able to work in person in our Minneapolis based office (494 & France Avenue)

The benefits awaiting you include:

- Competitive salary
- Generous bonus program
- Company subsidized health insurance plan
- Retirement plan with company match
- Company paid life insurance
- Profit sharing program
- Generous PTO plus paid company holidays
- Free parking (494 & France Avenue)
- Experience working within a fast-paced marketing agency setting
- Skyrocketing potential for learning, growth, and upward mobility
- Company sponsored grill days and happy hours

WHO SHOULD AND SHOULDN'T APPLY?

- Who SHOULD apply?
 - Someone working as a one-or two-person team doing all facets of accounting
 - Someone working in the accounting field but feels overlooked, stuck or doesn't see a long-term path for career growth
 - Someone who has been a freelancer and wants to have the support of a cohesive team
 - Someone who hates the "stuffy" and "elitist" attitude of their current company and wants to work with good people (both internally and externally)
- Who should NOT apply?
 - Someone who stares at the clock waiting for the workday to be "over"
 - Someone who wants to do just enough to get by versus pushing for excellence
 - Someone who looks for someone else to tell them what to do every day
 - Someone who doesn't like to work or doesn't want to grow in their professional life



HOW TO APPLY

- Email a resume and reasons why you feel you are uniquely qualified to Careers@VidenMarketing.com.

COMPANY OVERVIEW

Viden is a data-driven marketing and media buying agency focused on creating customer acquisition and direct marketing campaigns for our clients. We work closely with advertisers and media outlets across the country to help our clients acquire new customers and generate new revenue streams. If you enjoy a fast-paced environment where you can go home at the end of the day feeling like your job matters, Viden is the place for you.

