

## Job Opportunity: Staff Accountant

**Employer:** Riverbridge Partners, LLC

**Location:** Minneapolis, MN

**Job Type:** Full-Time

### Our Company

Riverbridge is an investment firm located in downtown Minneapolis. We believe that investing is about more than money. It is about adding enduring value to lives, communities, and the world we are building together—for generations to come. Riverbridge is an equal opportunity employer.

### Our Culture

We are a team of people who seek to learn and grow every day, not for our own gain but for the good of those we serve. We seek to have a service mindset guide all we do, looking beyond our own self-interest. We also believe that adding value is a continual pursuit, so we are motivated to actively discern, seek feedback, and test our thinking in ways that push past prescribed pathways. We bring passion to our work and to how we build relationships.

### In this role, you will work cross-functionally with accountability for:

- Accounts Payable management - Processing invoices & expense reports, ensuring appropriate approval in AP system (Concur).
- Maintaining vendor records with necessary supporting documentation in CRM system (Salesforce).
- Assisting in maintaining documentation for required filings such as Sales & Use Tax reports, and vendor 1099 distribution & reporting.
- Recording client payments in AR system (Advent Revenue Center).
- Entering payment amounts into General Ledger System (Quickbooks).
- Monitoring aged receivables report ensuring follow-up and collection of outstanding amounts due.
- Facilitating payment process with external client custodians.
- Assisting with monthly financial statement close process.
- Assist with year-end budget process.
- Assist with annual accounting audit.
- Assisting with the reconciliation process as assigned.

### You will be a good fit if you are:

- Confident, self-aware, and client-service oriented with a can-do attitude.
- Organized, systematic, detail oriented, and able to complete multiple tasks in a fast-paced environment.
- A self-starter who can work independently while maintaining high levels of communication.
- Driven by high standards for your work, valuing details, results, and excellence.
- Adaptable and invigorated by the possibility of change and evolution in a growing company.