



## Compliance and Accounting Specialist

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### ABOUT ODELL BREWING

Since 1989, the culture of family and collaboration has thrived, fostering a brewery full of beer-centric people. It is this passion for beer that inspires Odell Brewing to create quality, hand-crafted and innovative brews. Odell Brewing Company (OBC) is committed to providing exceptional service to its customers while making positive contributions to their co-workers and community through its outreach and charitable giving programs. Odell Brewing is the 17th largest craft brewery in the United States and currently distributes in 20 states. In 2015, Odell sold the majority of the company to its co-workers (now co-owners) in a combined management buyout and Employee Stock Ownership Program.

Our collective leadership and independence empower us to build a culture of ownership where we contribute, educate, and innovate, while keeping Colorado at our core. Always Better.

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### POSITION SUMMARY

The Compliance and Accounting Specialist will maintain a comprehensive system of compliance with all local, state, and federal laws and regulations. Will assist the accounting team with month-end closing tasks and monthly reporting. This position reports to the Controller.

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### ESSENTIAL FUNCTIONS

- Renew, research, and execute existing and new liquor licenses.
- Submit all new brand registrations and research potential product names.
- Monitor brands for potential trademark violations.
- Complete excise tax workpapers for all locations and states.
- Prepare and file sales and use tax returns
- Provide support for legal administrative issues
- Coordinate and review monthly inventory counts
- Provide budget updates to internal departments
- Assist with month-end closing
- Provide support to Accounting team as needed
- Maintain a high degree of professionalism, positive attitude, and atmosphere of fun that supports a high-trust environment and the Odell culture
- Creates and cultivates an inclusive environment for all guests, co-workers, and the community

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### EXPERIENCE/SKILLS REQUIRED

- Associates Degree in Business, Finance, or Accounting (Accounting preferred) or equivalent experience
- Proficiency with office applications including Microsoft Word, Microsoft Excel, and Google Suite
- Detail oriented and strong time management skills to meet deadlines
- Strong analytical, problem solving, and organizational skills
- Excellent written and verbal communication skills, including ability to interact effectively with all levels throughout Company organization

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### COMPENSATION

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### Hourly Rate Range:

\$20.00 - \$22.00/hr *depending on experience*

Odell Brewing offers a competitive benefit package including:

- Employee Stock Ownership Program
- Medical/Dental/Short & Long Term Disability/Vision benefits
- 401(k) retirement plan with company match
- Paid Time Off
- Paid Holidays
- Weekly beer allotment
- Employee Assistance Program
- Parental Pay

If you think you are the person we are looking for, we look forward to hearing from you.

Qualified and interested individuals, please submit application, resume and cover letter to [jobs@odellbrewing.com](mailto:jobs@odellbrewing.com) with **“Compliance and Accounting”** in the subject line by July 19<sup>th</sup>, 2021.

Equal Opportunity Employer – Odell Brewing Company provides equal employment opportunities to all employees and applicants for employment without regard to race, age, creed, color, religion, national origin or ancestry, marital status, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy.