



MERISTEM FAMILY WEALTH

FAMILY BEYOND THE NUMBERS®

Meristem is a federally-registered investment advisory firm founded in 1999 with offices in Minnetonka, Naples, Scottsdale and a South Dakota based Trust Company. We are seeking an Accountant to add to our corporate finance team.

ACCOUNTANT POSITION SUMMARY

The Accountant will promote the vision and mission of Meristem by supporting the daily activities of the controller and operations functions.

I. ESSENTIAL FUNCTIONS AND DUTIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily:

A. Corporate Accounting:

- Accounts Payable
 - Prepare accounts payable using QuickBooks on a weekly basis and process payments for mailing and subsequent filing in A/P files, including expense report review and input
- Accounts Receivable
 - Prepare quarterly invoices in QuickBooks and reconcile with Operations/Billing department
- Reconcile financial statement accounts
- Assist with year-end budget planning
- Prepare 1099's and 1096's at calendar year end
- Time card review coordination and payroll support

B. Investment Fund Administration:

- Support new pool document process
- Track changes to investor information in existing pool investments
- Coordinate pool information across firm functions
- Maintain files
- K-1 support
- Trade tickets
- Blue Sky filings

C. Additional Responsibilities:

- Provide Administrative support to Controller and Data Management Team
 - Coordinate letters and various mailings
 - Administration of audit reports and surprise exam notifications
 - Miscellaneous projects as assigned

(Accountant ... see page 2)

II. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

A. The requirements listed below are representative of the knowledge, skill, and/or ability required in this job position.

- Resourceful, adaptive to change, flexible, able to multi-task, and prioritize competing demands in a high energy/high pressure environment
- Strong attention to details
- Accounting and bookkeeping experience with knowledge of QuickBooks
- Warm presence with the ability to collaborate across various functions/individuals using tact and poise, both verbally and in person
- Independently solve complex issues
- Ability to quickly learn new technologies and skills
- Commitment to mission of organization
- Proficient in Microsoft products – Word, Excel, PowerPoint

B. Demonstrate Meristem's Core Values

- Client-First Mentality
- Passion for the Craft
- Humble
- Driven to Succeed
- Collaborative and Responsible
- Evolving and Innovative

III. MINIMUM EDUCATION AND EXPERIENCE

Minimum Associates degree in Accounting, Business or equivalent on the job experience

IV. PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing all duties of this job position, the employee must be able to work at least 8 hours per day, and must be able to communicate with the public. He or she is regularly required to sit; stand, bend from the waist, lift up to 50 lbs, write, operate the computer and all office equipment, use the phone; speak intelligibly; and hear.

This job description is intended to describe the general nature and level of work being performed by employees assigned to this position. It is not intended to be an entire list of all activities, tasks and skills required of employees in this position.

FULL TIME/NON-EXEMPT

Department: Corporate General and Administrative

Reports To: Controller

