

ACCOUNTING ASSISTANT W/GROWER ACCOUNTING EXPERIENCE

- Cherry Pool and Grower Accounting
 - Add/update new growers to Famous, grower spreadsheets, Grower Portal and the WA State Dept of Ag State list
 - Keep track of grower liens
 - Generate cherry grower advances
 - Pool progress payments
 - Final pool closing payments
 - Calculating cherry pools
 - Generate cherry grower and pool reports
 - Packed Inventory report
 - Daily Sales report
 - Cherry prelims
 - Create invoices for excess culls
 - Verification of charges and sales
 - Verification of collections
 - Closing cherry pools
- Apple/Pear/Stone Fruit Pool Accounting
 - Monitor status of pool sales and status
 - Apple/Pear pool prelim
 - Calculating Apple/Pear pools
 - Generate grower and pool statements
 - Verification of sales and charges
 - Verification of collections
 - Closing pools
- Additional duties
 - Inventory Reports
 - Sales Reports
 - Repack Reports
 - Accounts Receivable Aging Reports
 - Purchase fruit BOL check
 - Clerical error report
 - Recall insurance report
 - Assisting with other reports or performing additional accounting duties as needed
- Skills and qualifications desired:
 - 2-year degree or prior experience
 - Strong analytical skills
 - Microsoft Excel experience
 - Excellent oral and written communication skills
 - Ability to handle multiple projects simultaneously