



CONGDON ORCHARDS INC.

Company: Congdon Orchards, Inc., & Subsidiaries

Position: Assistant Controller

Overview: Congdon Orchards, Inc., is a prominent vertically integrated fruit grower and packer in the Yakima Valley. With a company history of over 100 years, the company is well-established and poised for future growth.

This position reports to the Controller and requires a high degree of attention to detail, while also being able to manage time well and prioritize a wide variety of tasks.

Requirements:

- 3+ years in accounting role, preferably in the fruit industry
- Bachelor's degree in accounting
- High degree of proficiency in Microsoft Office programs, with an emphasis on Excel
- Experience in Famous software a plus
- Willingness to learn, work interdepartmentally, and embody a spirit of continuous improvement
- Office positions may require some reaching, bending, stooping, squatting, crawling, kneeling, pushing, pulling, lifting, carrying, finger dexterity, repetitive motions, standing, walking, sitting, hearing, visual acuity, color vision, 2-way written and verbal communication.
- Ability to maintain regular, punctual attendance

Responsibilities (major responsibilities listed below, but not entirely inclusive):

- Own the month-end close process for six entities, ensuring timely, accurate, and actionable financial reporting
- Perform bank reconciliations
- Manage fixed asset activity and track capital projects
- Execute monthly overhead allocations
- Review cost accounting
- Manage Accounts Receivable, and perform miscellaneous billing as needed
- File annual personal property taxes, unclaimed property, and payroll tax returns
- Perform ad-hoc reporting as necessary

Benefits:

- Salary DOE
- Medical, Dental, Vision, and life insurance premiums completely paid for by Company
- FSA Account option
- 401K
- Vacation & Sick time