

## STAFF ACCOUNTANT JOB DESCRIPTION

- All aspects of accounting - this includes but is not limited to tasks related to:
  - Accounts payable
  - Invoicing
  - Cash Receipts
  - Various sales and shipment reports
  - General ledger entries
  - Inventory accounts and reconciliations
  - Fixed asset accounts and reconciliations
  - Monthly bank reconciliations
  - Monthly balance sheet reconciliations
  - Day to day general accounting activities ensuring compliance with established accounting policies, practices, and procedures
  
- Accounts Receivable - this includes but is not limited to tasks related to:
  - AR/collection's report for each Salesperson
  - Research short paid files & deductions
  - Submit vendor claims
  - Cash receipt trouble report
  - Aging by Salesperson report
  - Redbook Aging Report
  - Track and update Reseller Permits
  - Customer credit limit analysis
  
- Assist in grower accounting for apples, pears & cherries:
  - Prepare grower advances and allocations
  - Ensure proper accounting for all grower pools
  - Work with packing facilities to ensure information flows in a timely manner for all grower accounting functions
  - Participate in preparation of pool preliminary statements
  - Participate in accounting for pool closings in a timely manner
  - Generate and verify accuracy of grower settlement statements
  
- Skills and qualifications:
  - Strong analytical skills
  - Proficient in Microsoft Excel
  - Excellent oral and written communication skills
  - Ability to handle multiple projects simultaneously
  - Bachelor's degree in accounting strongly desired