



## **Job Description - Staff Accountant /Bookkeeper**

Apricot Lane Farms is a 234-acre Organic and Biodynamic farm located 40 miles north of Los Angeles and 20 miles east of Ventura in Moorpark, CA. We are seeking a talented and experienced Staff Accountant to join our Finance team. The Staff Account will handle a diverse mix of accounting projects including, but not limited to, the Farm operations and related entities, wholesale/retail sales, merchandise, inventory, fixed asset tracking and production projects. The Staff Account will report to the Controller. The ideal candidate will be a master multitasker and a stickler for details and deadlines.

### **JOB DUTIES**

- Responsible for the processing of A/R and A/P in QuickBooks
- Bank and credit card reconciliation
- Dissemination, tracking, and entering of expense reports
- 1099 preparation
- Direct customer interaction
- Assist in the preparation of county and agricultural industry reports and filings
- Collections
- Petty cash disbursements and tracking
- Reconciliation of farmers market cash boxes and accounting
- Maintain binder of current certifications, W-9s, and Insurance EOCs
- Maintain company records
- Create and maintain process documentation/training manual for Finance Department purposes
- Communicate with supervisors, peers, and subordinates in a professional manner
- Assist with coordination of merchandise sales including inventory tracking •
- Accomplishes department and organization mission by completing related tasks as needed
- May assist the administrative team as needed, support the farm's needs outside of all core responsibilities, as well as addressing reasonable requests by Farm Management
- Maintain a strong work ethic and attention to detail
- Maintain a positive attitude and communicate any issues to direct supervisors and Farm Management according to Apricot Lane Farms protocol for discussion and resolution

### **REQUIREMENTS**

- Bachelor's degree in Finance or Accounting, or equivalent experience - 5-10 years
- Extensive knowledge (3-5 years) of QuickBooks Enterprise Desktop including fixed assets and inventory tracking, merchant processing downloads, etc.



- Expertise in Word and Excel
- Experience with farming and/or wholesale accounting a plus
- Experience with retail sales accounting a must
- Experience with production bookkeeping a plus
- Extensive knowledge of General Accounting Principles
- Ability to manage multiple projects and work well under time and other constraints
- Ability to work in a team environment as well as independently
- Strong attention to detail and processes
- Strong written, interpersonal, and verbal communication skills
- Strong service orientation to internal and external customers

#### **SCHEDULE**

- Mondays – Fridays 7:30am – 4:00pm; Onsite role

#### **BENEFITS**

- Excellent Health Benefits Package, Paid Sick Leave, Paid Vacation Leave, 401K, 401K Matching, Employee Discount and Paid Holidays

#### **COMPENSATION**

- Depending on experience