



Staff Accountant — Job Description

Apricot Lane Farms is a 234-acre farm integrated within a reawakened ecosystem. With a team that makes the seemingly impossible possible, the farm regeneratively grows more than 200 varieties of fruits and vegetables, and raises sheep, cows, pigs, chickens and ducks with care and respect while working in harmony (or a comfortable level of disharmony) within a dynamic ecosystem. We are seeking a talented and experienced full-time Staff Accountant to join the 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 RESPONSIBILITIES

- 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
- 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
- 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

REQUIREMENTS

- Bachelor's degree in Finance or Accounting, or 5-10 years equivalent experience

- 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

- Monday -Friday 7:30am - 4:00pm

COMPENSATION & BENEFITS

- \$30-\$35 / hour
- Excellent Health Benefits Package, Paid Sick Leave, Paid Vacation Leave, Flexible Spending Account, 401K, 401K Matching, Employee Discount and Paid Holidays