



ACCOUNTANT

SupHerb Farms, the market leader in fresh frozen herbs and other specialty culinary products, has an opening for an Accountant. This position performs various accounting and control functions including maintenance of general ledger, maintenance of sub-ledgers, and preparation of financial statements.

Essential Duties and Responsibilities:

- Coordination of systems and procedures, preparation of operating and financial data and related reports including monthly financial statements. Maintains the Company's system of accounts and keeps books and records on all company transactions and assets.
- Responsible for the daily maintenance of general and subsidiary journals, accounts receivables, fixed assets, revenue distributions, depreciation, and operating expenses. Assures protection for the assets of the business through internal controls. Activities include: account reconciliations, daily cash reporting, month end close, fixed asset reporting, and monthly cost center reporting.
- Prepares and initiates wires for payments of goods and services, uploads payment files to bank for Positive Pay and clears exceptions as necessary.
- Maintains Daregal, Inc books: Records all transactions and reconciles accounts on a monthly basis, initiates payments as required, prepares quarterly and annual financial reporting.
- Maintain and prepare key reconciliations and reports, such as the COGs pivot, outside purchase pivot, travel report, and other similar data. Distributes as necessary.
- Prepares and files state, property and sales tax returns.
- Participate in annual budget process for operating expenses, manufacturing expenses and growing expenses.
- Key team member in fiscal year end closing.
- Perform any other related duties as required or assigned.
- Other special projects commensurate with skill level.

Qualifications:

- Required: Four-year college degree or equivalent experience resulting in broad knowledge of a field related to the job, such as accounting, marketing, business administration, agriculture etc.
- Required: Four years related experience and/or training, or equivalent combination of education and experience.
- Excellent verbal and written communication skills required, as well as superior multi-tasking and organizational skills
- High intermediate to advanced proficiency with Microsoft Excel and intermediate proficiency with other Microsoft Office programs.

We offer a competitive compensation and benefits package and a collaborative work environment. If interested, please send resume with salary history to:

hrrecruiting@supherbfarms.com

No relocation benefits offered.

AA M/F/D/V EOE