



Accounting Assistant

Position Overview:

This full-time position supports the Accounting Manager and other financial staff by performing all accounting functions necessary to Company operations.

Responsibilities and Duties:

- Respond to vendor and management inquiries regarding dates of invoice payments, check dates, amount of checks, payment accuracy, outstanding invoices and payment problems
- Research and resolve complex payment issues and recommend changes in policies and procedures as appropriate
- Enter invoices into POS/Inventory system
- Assist with creating department annual budgets
- Approve cashier drawers
- Develop inventory analysis reports and analyze variances
- Provide support with inventory control and reporting
- Monitor inventory transactions
- Reconcile inventory accounts to the general ledger
- Verify accurate standard costs
- Prepare monthly journal entries
- Prepare period end reconciliations
- Assist in preparing monthly and annual filings for town and state
- File, answer phones, and perform other administrative duties as assigned

Education and Experience Requirements:

- Minimum 2 years of previous experience in finance and accounting
- Ability to maintain confidentiality and high level of honesty and integrity
- Excellent interpersonal skills and ability to communicate effectively with other Team Members and leadership
- Attention to detail and exceptional organizational skills
- Ability to comprehend instructions, correspondence, technical procedures
- Comprehensive knowledge of state and federal laws related to payroll and benefits
- Advanced level use of Microsoft Office (i.e., Word, Excel, Access)

Benefits:

Paid holidays, personal time, employee discounts, profit sharing and 401(k) plan, health insurance, dental insurance, group life and disability insurance

Please note this job posting is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. Questions and resumes to: Alexandra Gross, alexandra.g@bishopsorchards.com