



JOB TITLE Accountant – Accounts Receivable
REPORTS TO Controller
DURATION 40 hours/week

PURPOSE/SCOPE This hybrid role is a key contributor to the success of the organization’s accounting team. This dynamic position focuses on accounts receivable maintenance, invoicing, monthly statement preparation, and deposits while assisting in ad hoc financial analysis, projects, and reporting. This role requires the flexibility and broad skillset to assist other team members with various projects.

RESPONSIBILITIES

1. Take the lead of the company’s billing cycle:
 - a. Prepare customer invoices and monthly statements accurately and timely
 - b. Proactively research and resolve invoicing questions
 - c. Help maintain dealer and customer database
2. Record, classify, and deposit cash receipts:
 - a. Apply cash receipts to customer accounts
 - b. Deposit miscellaneous cash receipts
 - c. Prepare accounts receivable aging weekly
 - d. Reconcile accounts receivable balances monthly
3. Assist with timely and accurate year-end settlement of accounts:
 - a. Help prepare final settlement and calculation of customer rebates/discounts
4. Perform various balance sheet and expense account reconciliations monthly
 - a. Include insightful narratives outlining trends and balance fluctuations
5. Assist with ad-hoc projects, reporting, and analyses. Suggest improvements to process.
6. Work on special projects as assigned by management
7. Assist with other duties as assigned

EDUCATION/TRAINING REQUIRED

- B.A. in Accounting, Finance or equivalent / or Associates Degree in Accounting
- Excel proficiency - comfortable using functions & tools to analyze large datasets

EXPERIENCE REQUIRED

- 2 – 5 years of relevant experience, preferably with analyst responsibilities
- Practical experience with integrated accounting software

SUCCESSFUL CANDIDATE WILL POSSESS:

- Outstanding analytical and problem-solving skills
- Strong attention to detail
- Ask questions to drive toward accurate data

Date: February 2020

- Proven understanding of U.S. GAAP
- Ability and desire to learn multiple disciplines within the Accounting department
- Proven ability to multi-task and meet deadlines
- Ability to work independently as well as a part of a team
- The ability to demonstrate through action, Peterson Farms Seed's Core Tenets:
 - Integrity Team Contribution
 - Excellence Positive Attitude