**Frontier Natural Products Co-op**

**Job Description**

**Job Title:** Staff Accountant

**Reports To:** Controller

**SUMMARY**

A staff accountant that will be an integral part of developing standardized accounting procedures and policies while creating efficiency in day-to-day transactions.

This position will have the opportunity to learn major accounting processes to include accounts payable, accounts receivable, payroll, membership/equity accounting, and standard costing. Be a valued team player who will assist with the month-end closing process and financial reporting and analysis of a growing food manufacturer.

**INITIAL ESSENTIAL DUTIES AND RESPONSIBILITIES**

Focus on Accounts Payable

* + Sort, code, and verify invoices; Distribute to authorized party to review/approve, as necessary
* Research and resolve invoice discrepancies and issues; respond to vendor inquiries
* Enter and/or upload invoices into PRMS system
* Post transactions to journals, ledgers and other records
* Reconcile accounts payable subsidiary to general ledger
* Prepare analysis of key balance sheet and/or operating expense accounts, as assigned
* Monitors long outstanding goods receipts and payables to ensure accurately and timely reporting of the Company’s financial results
* Complete month-end and year-end closing responsibilities, as assigned
* Maintains historical records in document management application
* Responsible for ensuring sales tax compliance on invoices
* Accomplishes accounting and organization mission by completing related results as needed
* Evaluate process and potentially implement a work flow tool to obtain efficiencies

**FUTURE DUTIES AND RESPONSIBILITIES**

* Opportunity to assist accounting staff with developing policies and procedures in various areas including payroll, account receivable, membership, standard costing and month-end reporting.

**QUALIFICATIONS AND COMPETENCIES**

* Willingness to learn the Accounts Payable accounting cycle and process a high volume of transactions
* Beginning knowledge of GAAP accounting processes
* Experience using a ERP or mainframe accounting systems
* Experience using Microsoft software, exposure to intermediate to advanced Excel such as pivot tables, formulas and sorting/filtering features
* Ability to multi-task, remain organized and prioritize work while meeting deadlines
* Attentive to detail and accuracy
* Retain confidentiality of information
* Ability to problem solve and apply judgment
* Ability to work independently, with limited day-to-day direction
* Team player, willing to periodically perform additional functions and/or work longer hours during certain times during the year
* Ideally have an understanding of fundamental accounting controls

**EDUCATION and/or EXPERIENCE**

* Bachelor’s degree in accounting or similar
* Prefer 1-2 years of general accounting experience