



Accounting Manager

Full Time, exempt

Position Summary: We are an organic, non-GMO leader in the seed, farming and food community who cares deeply about the need to grow nutrient rich, healthy food for the world and each other. We are seeking an Accounting and Human Resources Manager to join our leadership team and collaborate with staff and partners to help us succeed. This role has responsibility for accounting, business and financial analysis, and identifying opportunities to improve financial management, as well as basic HR functions.

Reports to: CEO

Responsibilities:

- **Oversee all bookkeeping and ensure consistent accounting practices and accurate reporting**
 - AR, AP, and deposits
 - Bank deposits
 - Bank and merchant account reconciliations
 - Year-end closeouts and prepare materials for tax and audit firm
 - Review financial reports for accuracy and consistency and make correcting entries as needed
 - Identify sources of errors and put in place systems to ensure accurate accounting
 - Keep accounting SOPs updated
 - Oversee and mentor Accounting staff
- **Manage cash flow**
 - Direct use of the line of credit
 - Monitor AR, AP levels in the context of cash flow
- **Oversee collections**
 - Ensure protocols for setting up and approving new term accounts are followed
 - Review AR and work with accounting team to follow up with past due accounts
 - Facilitate customer follow up for particularly difficult to collect accounts
- **Prepare and analyze financial reports and help identify opportunities for company performance and process improvement**
 - Prepare and review financial reports with CEO
 - Prepare financial reports for investors and lenders
 - Conduct annual ratio analysis
 - Prepare weekly report for managers' expense to budget review
 - Notate variances as part of month-end close and review

- Provide information for the budget process and compile the annual budget
- Maintain relationships with outside service providers
 - Work with accountant on taxes and planning issues
 - Work with insurance broker on annually reviewing insurance coverage
 - Work with benefits brokers on reviewing options available for employee benefits
- Administer payroll & benefits
 - Oversee preparation of payroll and ensure all payroll administration is accurate and timely
 - Serve as resource for staff on dental insurance program, health insurance program, and paid time off policies
 - Oversee change of season processes and changes to pay and benefits
 - Ensure that documentation of employee status (PT/FT, YR/Seasonal, Hourly/Salaried, Exempt/non-exempt), pay rate, and benefits is up to date.
 - Work with insurance and benefit companies for new enrollments, changes to status, and termination of benefits
 - Maintain confidential HR records and ensure management tools that record employment status, pay rates history, and other information is accurate
 - Prepare reports on labor by department and develop tools that enable managers to better manage labor budgets
- HR
 - Conduct orientations with each new employee and be responsible for following up with managers on the new hire checklist items
 - Conduct exit interviews and follow up on end of employment checklist items
 - Serve as point person for questions on policies and benefits
 - Keep employee handbook up to date and incorporate new policies as needed.
 - Other HR activities and projects as needed

Desired traits/skills:

- Accounting degree and 5 years of accounting experience
- Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles
- Ability to analyze financial data and prepare financial reports, statements and projections
- Excellent computer skills and ability to learn a new software program quickly
- Ability to manage financial details while maintaining an understanding of the big picture
- Interest in creating and improving upon systems
- Self-direction
- Interest in organics, agriculture and being a part of a growing company and industry
- Ability to be flexible and work in a fast-paced environment
- Ability to work well in a team environment that promotes inclusiveness and communication among team members

To apply: Email resume and cover letter to jobs@highmowingseeds.com
Please put the job title in the subject line. No phone calls please.

At High Mowing Organic Seeds we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law. High Mowing Organic Seeds believes that diversity and inclusion among our teammates is critical to our success as a company, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.