



## **Accountant**

Full Time, year-round, exempt

Compensation \$48,000 – \$58,000 per year

*Reports to CFO*

**Position Summary:** We are an organic, non-GMO leader in the seed, farming and food community and care deeply about helping farms and families grow nutrient rich healthy food for the world and each other. High Mowing has made significant improvements in our operating systems and financial processes, creating financial tools that allow for collaboration across departments and transparency of financial performance. We are looking for an individual with the training, education, experience, and collaborative communication skills to support the steady execution of our accounting functions and accurate reporting of our financial performance. This position will be responsible for managing the general ledger, generating financial reports, and ensuring compliance with GAAP. Other responsibilities include timely management of revenue, credits, receivables, payables, and loan obligations, as well as tax filing in concert with the CFO and our outside accountants. While we require weekly in office work, a significant portion can be done remotely. This individual will report directly to the CFO, regularly interact with the CEO and managers/staff throughout the company and be the in house lead for other accounting staff.

### ***Primary Duties:***

- Perform day-to-day accounting functions and account management.
- Provide weekly financial reports for managers.
- Reconcile and close financials each month.
- Cash flow monitoring to support timely response to cash needs.
- Ensuring our financial work is in compliance with GAAP.
- Support our relationship with outside accountants and the timely and accurate close of at year end and tax filings.
- Ensure timely and accurate payroll and benefit administration.
- Support management in annual budgeting and planning processes that encompass all functional areas of the business.
- Lead and support other Accounting staff.

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***The Source for Certified Organic Seeds Since 1996***

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- Identify and recommend process improvements.
- Work collaboratively, presuming goodwill from all.
- Other projects and duties as required

### ***Qualifications***

- One to three years as an Accountant in a light manufacturing or similar environment that used an ERP system for financial and inventory management.
- Bachelor's degree in Accounting, Business preferred.
- Relentless attention to detail.
- Excellent working knowledge of Excel and other Microsoft Office software.
- Willingness to collaborate and align with others to achieve company goals.
- Initiative, curiosity, humor, and poise.

***To Apply:*** Email resume, cover letter and salary history to [jobs@highmowingseeds.com](mailto:jobs@highmowingseeds.com). Please put the job title in subject line. No phone calls please.