JOB DESCRIPTION
Title: Accounting Specialist
Date Last Modified: November 2026

Department:	Accounting	**Classification:**	Non-Exempt
Supervisor:	Accounting Manager	**Job Code:**	AFB010-P1-08
Status:	Regular, Full Time; Onsite		
Schedule:	Monday through Friday 8:00 am to 5:00 pm; occasional flexibility such as evenings or weekends might be required.		
Salary Range:	**MIN:**$ 52,546.00 **MID:** $ 65,683.00 **MAX:** $ 78,820.00		

Position Objective: The Accounting Specialist is responsible for accurately recording all day-to-day financial transactions of the company on a timely basis. They will possess detailed knowledge of accounting and generally accepted accounting principles, proficiency in accounting software (a plus for NetSuite, Power BI) and Microsoft office suite. Strong organizational skills, attention to detail along with excellent analytical and problem-solving skills will support success

Essential Qualifications: Education, Experience, Skills, Certifications:

- **Education:** Bachelor's Degree in Accounting, Finance, or a related field preferred
- **Experience:** 2-3 years of accounting experience
- **Other:** Strong communication and interpersonal skills, ability to work independently, manage multiple tasks, and meet deadlines

Our Essential Values:

- ***Customer First:*** We help growers succeed.
- ***Passion for Sustainability:*** We advance agriculture through biological innovation.
- ***Collaboration:*** We win as one team.
- ***Well-being:*** We invest in people to achieve sustainable success
- ***Execution:*** We turn plans into results.

Essential Functions and Responsibilities:

- Actively participate in demonstrating desired behaviors associated with our Core Values
- Support the company culture and customer-first mindset
- Maintain a positive work atmosphere by acting and communicating in a manner that promotes cooperation with customers, collaborators, vendors, co-workers and management.
- Record day-to-day financial transactions
- Bring the books to the trial balance stage
- Perform checks of the posting process
- Complete tax forms as needed
- Enter data, maintain records and create reports and financial statements
- Maintain vendor profiles up to date
- Oversee purchase order logs and reconcile as needed
- Handles accounts payable and receivable, including RMAs and credits
- Record financial transactions, reconcile accounts and prepare financial reports timely and accurately
- Assist HR in 401k tasks
- Reconcile credit card accounts
- Assist with Balance Sheet reconciliations
- Assist with projects as needed with accounting team

- Assist in the development and implementation of financial policies and procedures to improve efficiency
- Review and approve expense reports on behalf of accounting
- Responsible for centralized purchasing
- Other duties as assigned

Performance KPIs

- DSO
- DPO
- Close month in 5 days

PHYSICAL ACTIVITY REQUIREMENTS FOR ALL FINANCE		
Frequently Required for up to 8 hours	**Occasionally required**	
Sitting	Standing	Crouching
Speaking	Walking	
Hearing	Lifting – up to 20 lbs.	
Seeing	Carrying – up to 10 lbs.	
Repetitive Motion – computer, mouse	Kneeling	