



## FirstFruits Farms LLC

1111 Fishhook Park Rd. \* Prescott, WA 99348

**Job Description:** Full Charge Bookkeeper

**Full-time position:** Competitive salary and benefits package.

FirstFruits Farms LLC is one of the largest tree fruit companies in Washington State – growing, packing, shipping, and marketing over 6 million boxes of apples a year. FirstFruits Farms LLC pursues a faith-based, socially responsible business agenda, promoting social, economic and spiritual development opportunities for all of its employees and families.

**Skills required:**

- Bookkeeping and basic accounting background
- Above average Excel skills
- Computer skills
- 10-key calculator
- Experience with accounting software (Famous helpful)

**Experience required:**

- Experience in recording and maintaining precise financial records
- Bookkeeping knowledge and skills for varied bookkeeping tasks such as accounts receivable, accounts payable, general ledger maintenance, depreciable property, payroll, tax reporting, 401K plan and monthly financial statement preparation.
- Ability to ensure integrity, security and accountability
- Ability to work well under the pressure of deadlines
- Follow instructions and work independently with limited supervision
- Ability to effectively and efficiently work on multiple projects at the same time without becoming frustrated or disorganized

Please send resumes to **Brinna Rischen** at [BrinnaR@firstfruits.com](mailto:BrinnaR@firstfruits.com)