



About Us:

FirstFruits Farms, Washington's largest Opal apple grower is ready to add a motivated and eager Accounting Clerk to our team. The Accounting Clerk is responsible for assisting the Controller with maintaining and reviewing of our accounting operations for our various entities. This position will assist with data entry and maintaining accounts receivable, fixed assets, intercompany transactions, among other responsibilities. The Accounting Clerk must be self-motivated and willing to learn while quickly and accurately entering data.

The Accounting Clerk will report directly to the Corporate Controller.

Primary Responsibilities:

- Maintain fixed asset records, process additions and setup in tracking software
- Reconcile various employee payroll deductions, including health insurance and other deductions; maintain monthly worksheet tracking employee deduction amounts
- Assist with reconciliation of bank accounts and balance sheet accounts; complete special research and analysis projects related to general ledger accounts
- Process weekly grower distributions from FirstFruits Marketing ("FFM"); assist with reconciliation of differences between FFF and FFM
- Assist with preparation of monthly inventory cost worksheet
- Assist with financial statement audits and related information gathering

Required Skills:

- Moderate Excel knowledge
- High standard of integrity and trust
- Maintain utmost confidentiality and discretion with company financial data

Minimum Education/Experience:

- Associates Degree or Accounting Certificate, or equivalent experience
- 1 year business or accounting experience

Benefits:

- Competitive wages (based on experience)
- Paid time off – vacation, sick and holidays
- Medical, dental, vision, long term disability & life insurance are all available with FirstFruits paying a significant portion of the monthly premium
- Onsite medical clinic and daycare
- 401(k) retirement plan with company matching contributions

If you are ready to start your career with the leader in the Washington apple industry, please send us your resume to jobs@firstfruits.com

FirstFruits Farms is proud to be an Equal Opportunity Employer and considers all qualified applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex, gender, gender identity, gender expression, genetic information, physical or mental disability, medical condition, sexual orientation, military or veteran status, marital status, or any other protected status.