



AgriHorizon, Inc.

JOB DESCRIPTION

Job Title

Accounting Lead

Reports To

Office Manager

Overall Purpose of Position:

Responsible for paying bills, tracking budgets, payroll, interacting with tax advisors, and other financial and inventory tracking. There will be interaction with other employees in tracking revenues and large production payments to ensure accuracy through efficient cross checking. Will also be involved in office activities including setting up bills of lading during shipping season and other activities as needed. This position must provide professional and courteous interaction with employees, customers, and business partners, while maintaining a proper level of security and confidentiality of business documents that have a high degree of accuracy.

Principle Duties and Responsibilities:

1. Verify accuracy of bills, pay bills, and tracking them appropriately in QuickBooks.

Percent of Total Time: 20%

2. Input product costs in a proprietary Excel based system to track cost of goods sold and marginal revenue.

Percent of Total Time: 20%

3. Perform all payroll functions including quarterly reporting activities.

Percent of Total Time: 15%

4. One of the people involved in reconciling inventory at the end of the year verifying accuracy of our inventory and shipped inventory to customers.

Percent of Total Time: 10%

5. Interact with other office personnel to cross check production payments and sales.

Percent of Total Time: 10%

6. Assist in developing budgets and tracking expenses and budgets with employees.

Percent of Total Time: 10%

7. Interact with tax advisors to have complete and accurate tax documents.

Percent of Total Time: 5%

8. Other general assistance to cover things that need to be completed as they come up.

Percent of Total Time: 10%

Knowledge, Skills and Abilities Required:

1. Good communication skills and interpersonal relationship skills to be used with employees, customers, and business partners.
2. High attention to detail and comfortable with general math and accounting
3. Good prioritization skills with the variety of tasks to be done
4. Ability to work with a wide range of tasks
5. Good working knowledge of Excel and Quickbooks
6. Degrees and experience are beneficial and will be considered

The statements contained herein are intended to describe the general content and requirements of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Signature _____

(Employee)

Date _____

Approved _____

Title _____