



Job Description

Department	Accounting
Position	Accountant
Reports to	Accounting Department Manager

MAJOR FOCUS

- 1) Becoming competent in all aspects and modules of the accounting system
- 2) Learn the Department's systems of data input to the accounting system
- 3) Learn the other company Departments' business methodologies
- 4) Assist in development of reports for management, and various jurisdictions
- 5) Learn and assist in managing financial resources and strategies
- 6) Contribute to overall business management and its systems improvement

DUTIES AND RESPONSIBILITIES

- A) Become capable of serving as back-up for Payroll, Payables, Receivables, Purchase Order and Incentive Agreement reconciliation, Jurisdictional Filings, Cost Accounting, Operational Financial Statement and Balance Sheet preparation, Document preparation, Invoicing, Sales Analysis, Budgets, Projections, Internal Monthly Report preparation, and Development of Reports
- B) Analyze systems and procedures for improvements and efficiencies
- C) Facilitate the functions of the Department as a working knowledge of Eden Foods and its accounting systems are acquired
- D) Support accuracy, and discipline to business systems being used by Eden Foods

JOB REQUIREMENTS

- A) Appropriate educational background and business experience
- B) A reliable team member
- C) Good organizational, communication, and problem-solving skills
- D) Good computer skills
- E) A willingness and eagerness to learn

This is not an all-inclusive explanation. All of us perform duties as necessary and developing. Eden Foods reserves the right to modify duties and responsibilities. This job description does not constitute a written or implied contract of any sort.