

Rejuvenate

Job Description

Accounting Department

Position

Department Manager
Chief Financial Officer / Treasurer
President

Reports to

Duties and Responsibilities

1. Recruit, hire, train, develop, and manage Accounting Department staff. Staff usefulness needs continuous improvement and adjustments.
2. Study, monitor, and improve Eden Foods' business systems in the Accounting Department, and throughout the company where they impact Accounting Department accuracy and company efficiency. Ensure Department activities and decisions are consistent with Eden Foods' strategies. Assist in business processes throughout the Company.
3. Manage, maintain, and develop Accounting systems and processes for any and all financial matters including budgets, payables, receivables, supplier and customer credit, projections, financing, investments, taxes, financial statements, business reports, cash management, audits. Help manage verification systems.
4. Foster and maintain relationships with various establishment professionals including banks, finance companies, accounting companies, insurance companies, and legal service; both in looking forward and as issues may arise.
5. Work with Sales and Purchasing Departments to help manage customer and supplier relationships including credit evaluation, company strategic credit use, and account reconciliations.
6. Work with, and as part of, the management team of the company.
7. Prudent financial forecasting and management with robust control systems. Work with the President and Board in determining investment of Eden Foods' capital and resources.
8. Review contracts, customer and supplier agreements, enlist third-party help where necessary. Work with legal counsel as needed in order to completely understand ramifications of contract provisions from every imaginable perspective.
9. Providing various perspectives on company performance and prepare related fiscal information.
10. Oversee and ensure accuracy of Company and Department statistical and financial information as needed.

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11. Administrative Manager for all Company investments including payroll, the 401(k) plan to include evaluation of risks and benefits of the investments.
12. Accommodate corporate insurance needs including but not limited to annual insurance renewals and claims administration. Human Resources works Accounting on the annual and the interim employee health insurance cost and coverages.

Job Requirements

1. Education and experience suitable for the assumption of responsibilities inherent in the roles and duties of a Chief Financial Officer and Department manager of a mid-sized corporation
2. High moral and ethical character, and well centered demeanor
3. Broad and in-depth understanding of accounting principles, financial modeling, taxes, business law, and best business practices
4. Leadership, interpersonal, and people management skills
5. Good communication skills, verbal and written
6. Compliance orientation regarding rules, regulations, financing requirements, business law, employment law, contractual requirements
7. Computer proficiency
8. An eagerness to learn and adapt to ever changing dynamics

This job description is not intended to be all-inclusive or complete explanation of duties and responsibilities. Employees are required to perform duties as may be assigned. Eden Foods reserves the right to modify job duties and responsibilities as circumstances require. This job description does not constitute a written or implied contract of employment.