



## Corporate Accountant – Job Description

Reports to **Accounting Department Manager**

### Requirements

1. Five years of progressive experience in a corporate accounting dept.
2. Reliable, straightforward, forthright, and prudent
3. Education and familiarity sufficient to contribute to professional competence.
4. Written and verbal communication skill
5. Knowledge and understanding of GAAP
6. Computer competence
7. Common Sense / Good Judgement
8. Team player – on a departmental and company wide basis
9. Ability to handle multiple projects and changing dynamics
10. An eagerness to learn and share with others

### Duties and Responsibilities

- I. Utilize and develop systems for the Accounting Department and the Company to reliably deliver and improve accurate, timely, facts and accounting that explain the company's function and finances.
- II. Aligned with Company goals, oversee necessities involving accounting firms, government agencies, banks, insurance companies, and lawyers
- III. Provide management with facts needed to make decisions.
- IV. Develop and maintain an overview and understanding of Company Departments, operations, personnel, goals, and strategies.
- V. Anticipate the needs of the Accounting Department and Company.
- VI. Communicate reliably, efficiently, and accurately to those you work with.
- VII. Develop and maintain awareness of the relationships and interplay throughout the company across Accounting Department functions.
- VIII. Develop and maintain of a wholistic perspective and understanding that accommodates and guides the functions of the Company.
- IX. Contribute daily to the Accounting Dept's team effort in efficiently creating and recording accurate function and facts.

This job description is not intended to be all-inclusive or a complete explanation. Employees must also perform other duties as assigned by their supervisor and Management as needed. Eden Foods reserves the right to modify job duties and responsibilities. A job description is not a written or implied contract of employment.