

Rejuvenate

Accounting Department – Job Description

Position **Accountant Professional** for a Medium Size Business

Reports to **Accounting Department Manager**

Requirements

1. Reliable, straightforward, forthright, and prudent
2. Business and Accounting experience
3. Training, education, and familiarity sufficient to contribute to professional competence to Eden Foods' Accounting Department
4. Understanding of accounting principles GAAP
5. Written and verbal communication skill
6. Computer and business office machine skill
7. Common sense / mature judgement
8. Team player
9. Willingness to learn and share

Duties and Responsibilities

- I. Facilitate utilization and development of systems and software within the Accounting Department and the Company to carry out accurate, timely, accounting finished work for government, banks, insurance companies, taxes, and the Company's management.
- II. Facilitate continuation and completion of ancillary Accounting Dept. responsibilities that are managed within the Department or in conjunction with other Departments.
- III. Develop and maintain an overview and understanding of Company operations, Departments, personnel, goals, and strategies.
- IV. Through the lens of continuing growth in III., help maintain an eye toward the future in Departmental work to assist in the anticipation of and preparation for future necessities.
- V. Communicate reliably, efficiently, and accurately to those you work with.
- VI. Maintain a continuous awareness of how what you are doing will affect those you work with in the Department, the Company, and elsewhere, both professionally and personally.

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.

