

September 1, 2021

Account Manager

- Oversight of A/P & A/R
 - Daily billing
 - Generate monthly statements and enter payments
 - Pay bills on a timely basis
- Reconciling inventory & maintaining accuracy of accounts related to inventory.
- Maintaining accurate Balance Sheet and Profit & Loss accounts for reporting of financials.
- Billing and inventory management specific to the wholesale division.
- Payroll
- Information Archiving
 - Upload documents to Herbers Seed website
 - Maintain documents on local server

This position is full time and requires an accounting background. Computer competency including QuickBooks, Microsoft Office Products, and Adobe is required. Attention to detail. Team collaboration.

Other expectations of employees at Herbers Seed

- Work with others as a team.
- Maintain a respected and professional reputation in the community.
- Provide friendly, informative customer interaction.

Our office uses technology fully to support all of our business activities. The ability to adapt to changes in technology & work with team members toward common goals is required.

Medical, PTO, 401K for full time employees.