

**Mark Hershey Farms, Inc.**

**ACCOUNTANT**

**Accountant responsibilities include, but are not limited to, the following:**

- Prepare accurate and timely financial management reports including, but not limited to, internal and external monthly financial statements, quarterly reviews, and annual audits.
- Prepare general ledger entries, reconcile general ledger accounts, and prepare and analyze financial data. Update and maintain general ledger chart of accounts.
- Create and modify financial reports on the accounting financial reports software.
- Coordinate month end and year-end closing process.
- Coordinate, update, and maintain fixed assets and depreciation schedules on accounting software.
- File and pay use tax to Pennsylvania in a timely manner. Review and file end of year IRS 1099 report.
- Reconcile daily cash activities and bank statements.
- Participate in a wide variety of special projects and compile a variety of special reports.
- Operate personal computer in an efficient and accurate manner with the company provided software programs that include Great Plains Accounting, Word, Excel, and others.
- Recommend more accurate and efficient procedures for all accounting department functions.
- Ensure that confidentiality regarding employees, clients, or vendors is not disclosed to anyone except as authorized by the owner or president of Mark Hershey Farms.
- Answer phones, take orders, assist with walkup customers
- Other duties as assigned.

**The ideal candidate would possess:**

- Strong computer and organizational skills
- Excellent communication (oral and written) and attention to detail
- Ability to work independently and as part of a team, self-motivation, adaptability, and a positive attitude
- Ability to learn new techniques, perform multiple tasks simultaneously, keep accurate records, follow instructions, and comply with company policies
- General understanding of Generally Accepted Accounting Principles (GAAP) as applicable and ability to apply accounting principles, practices, and techniques.
- Strong general ledger accounting experience and financial statement preparation.
- Ability to read, write, and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to customers, clients, and employees.
- Effective analytical and problem solving skills required.
- Microsoft Office skills required. Ability to maintain, create, and understand complex spreadsheets and database applications.

**Basic Minimum Qualifications:**

- Bachelor's degree in Accounting and 3-6 years related experience; or equivalent combination of education and experience.
- Previous use of Great Plains software preferred

- Agricultural background a plus
- Position is full-time, Monday-Friday, 8 a.m.-5 p.m., with overtime as needed. One Saturday a month (7 a.m. – Noon)

Interested applicants should send resume to Jennifer Schott at [jen@markhersheyfarms.com](mailto:jen@markhersheyfarms.com).