



OB TITLE Accountant – Inventory
REPORTS TO Controller
DURATION 40 hours/week
PAY TYPE Exempt

PURPOSE/SCOPE This role is a key contributor to the success of the organization’s accounting team. This dynamic position focuses on the inventory cycle and month-end processing, while assisting with other projects.

RESPONSIBILITIES

1. Own the accounting side of the inventory cycle

- Perform timely review of source documentation for completeness and accuracy, to enter inventory transactions into BC/CRM.
- Create purchase orders for receiving inventory, wholesale seed, Research/Plot/Parent seed, or other purchases.
- Submit payment requests for growers/vendors from purchase orders according to contract and pricing request, and create payout sheet.
- Maintain receiving, storage, cleaning and packaging records and transfer of inventory to grain markets. Maintain record of Peterson Farm’s grain sales to elevators.
- Maintain product item master, patent data, treatment unit conversions, and lot cards within BC/CRM.
- Complete sales and return transactions for Discard/Dumped seed, as well as grower released seed.
- Assist with physical inventory counts, reconciliation, and maintenance.

2. Assist with other duties as assigned

- Acts as a key contributor to the month-end close process by preparing various reconciliations.
- Ensure pricing sheets in CRM and BC reflect current dealer and retail pricing.
- Assist with dealer and retail customer settlements.
- Complete and submit inventory insurance stock report.
- Take soybean and wheat pricing calls.
- Complete ad-hoc projects.

3. Performs other duties as assigned.

EDUCATION/TRAINING/SKILLS REQUIRED

- B.A. in Accounting, Finance or equivalent
- Intermediate skill with Excel as well as other Microsoft Office products
- Demonstrated flexibility and ability to multi-task

EXPERIENCE REQUIRED

- Minimum of 5 years accounting experience
- Practical experience with integrated accounting software

SUCCESSFUL CANDIDATE WILL POSSESS

- Outstanding analytical and problem-solving skills
- Strong attention to detail
- Proven understanding of U.S. GAAP
- Ability and desire to learn multiple disciplines within the Accounting department
- Proven ability to multi-task and meet deadlines
- Desire to improve process
- Ability to work independently as well as a part of a team
- The ability to demonstrate through action, Peterson Farms Seed's Core Tenets:
 - Integrity
 - Team Contribution
 - Excellence
 - Positive Attitude