

NORTH BAY TRADING CO

ACCOUNTING AND FINANCE MANAGER

Position Purpose – Operate the Great Plains (GP) accounting system and other software programs to execute and improve company processes for every day book keeping, accounting, financial reporting, commercial order fulfillment, and inventory management.

Major Functions

- Use computer software (Dynamics GP, CRM, E-commerce (Magento and Amazon Seller Central), Microsoft Word and Excel) to handle the Accounts Payable & Receivable, Inventory Management and other office projects.
- Interface with Paychex to coordinate Payroll activities.
- Work with the accounting firm Wipfli to complete tax returns.
- Manage cash balances and move funds between Company bank accounts.
- Assist with product category management by coordinating purchase orders for ingredients and packaging materials.
- Work with the Operations Manager to help manage inbound and outbound freight shipments (international container, full truck, and pallet.)
- Interface with the part time accounting consultant for bank reconciliation activities and financial reporting.

Secondary Functions

- Participate alongside other staff members in food safety programs, quality assurance programs, and third party certifications and inspections.
- Help review credit applications, utilize D&B reporting for large customers, make recommendations for terms.
- Help review and manage Company insurance policies.
- Assist with customer service, especially non-routine situations involving large dollar amounts.
- Collaborate with other employees for data entry work including updating product prices and package sizes.
- Help improve Company organizational methods and procedures.
- Help backfill other staff functions when others are on vacation or during staff shortage.
- Other tasks as assigned by the President.

Requirements and Qualifications

- Ability to operate advanced functionality of accounting, e-commerce, and CRM software.
- At least 2 years accounting experience.
- Excellent at problem solving and working through stressful situations.

- Working knowledge of word processors and spreadsheets.
- Willingness to be cross trained and assist with a variety of business projects.
- Ability to communicate effectively with staff, vendors, and commercial customers by oral and written communications.
- Ability to perform and interpret standard mathematical calculations, plus tabulate and categorize data.
- Ability to establish priorities and switch between tasks.
- Working knowledge of Dynamics GP is a bonus.
- Two or 4 year degree is a bonus
- Willingness to balance team and individual responsibilities; exhibit objectivity and open to others' views; gives and welcomes feedback; contributes to building a positive team environment.
- Willingness to work extra hours during peak workloads or during staff shortage
- Generally willing to work during Company office hours which are 7:30 am to 4 pm, Monday – Friday.

Compensation: Wage commensurate with skills and experience. Eligible employees receive paid time off, holiday pay, bonus pay, simple IRA match, and HSA account contributions.

Contact: Please email us at hr@northbaytrading.com and include "Accounting" in the subject line.