



Startup Farms International

Contact:
careers@startupfarms.com



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Accountant

Basic Purpose

Perform a variety of book keeping / accounting functions for a small company. The position reports into the Controller/Founder of the Company.

Essential Duties and Responsibilities

- Review invoices, categorize into appropriate GL accounts, enter into QB, and reconcile balances.
- Runs checks weekly, sorting and filing backups
- Generate invoices (about 5-10 a month) and post in QB.
- Bank reconciliation
- Prepare preliminary Trial Balance

Specialized Knowledge and Skills

- Positive attitude
- Team player
- Good communication and interpersonal skills
- Ability to work with minimal supervision
- Detail oriented
- Organized
- Good knowledge of Quickbooks
- Knowledge of accounting terminology and procedures

Compensation

Based on level of experience. This is currently a part time job which could be a full time position as the Company grows.