

• **AMYCEL • MONTEREY MUSHROOMS • SPAWN MATE •**

Notice of Salaried Position

March 19, 2008

Title: Accounting Clerk
Location: Morgan Hill
Supervisor: Lucilia Leonardo
Date of Opening: Immediate

This is a full-time, non-exempt, salaried position with benefits. Work hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.

Responsibilities

- ◆ Perform balancing procedures to ensure that the invoices match what we ship out. Review and correct data for proper pricing and products. This assures that revenue is reported accurately in our financial statements and provides proper audit trails.
- ◆ File all pertinent documents with all invoices generated. This will assist with the audit process and help with shipments that are disputed by the customer.
- ◆ Post cash receipts to the AS400 system, prepare bank deposits and maintain petty cash.
- ◆ Post receipts of all growing ingredient inventories. Generate a monthly purchase report. This enables the monthly allocation of growing materials to be precise and accurate.
- ◆ Provide continuous assistance to any position that is vacant for a short period of time to cover for leaves, (i.e. accounts payable, hourly payroll)
- ◆ Back up answering phones
- ◆ Maintain A/P monthly accruals

Requirements

- ◆ Ability to produce accurate and timely reports and documents
- ◆ Accurate 10-key skills
- ◆ Excellent computer skills, including Microsoft Excel
- ◆ Ability to organize and prioritize work flow
- ◆ Office/clerical experience; accounting and payroll experience a plus
- ◆ High school graduate or equivalent
- ◆ Speak and write English; Spanish language skills a plus
- ◆ Analytical skills, problem solving skills
- ◆ Excellent Attendance

To apply for this position or for additional information, contact:

Monterey Mushrooms Inc.
Attn: Sandra Arellano, Accounting Department
642 Hale Ave
Morgan Hill, CA 95037
408-825-1008
408-778-6772 Fax
sarellano@montmush.com