

# AMYCEL • MONTEREY MUSHROOMS • SPAWN MATE



## NOTICE OF SALARIED POSITION February 13, 2011

<b><u>TITLE</u></b>	Corporate Accounting Manager
<b><u>LOCATION</u></b>	Corporate Office
<b><u>SUPERVISOR</u></b>	Kim Morrison, Corporate Controller
<b><u>DATE OF OPENING</u></b>	February 6, 2012

**Overview:** Ensure all accounting functions (AP, PR, and Reporting) run efficiently and accurately.

### **Essential Duties and Responsibilities:**

- Coordinate monthly and yearly close activities for facilities and corporate.
- Coordinate monthly close for the international facilities. Insure that all international intercompany accounts are in balance. Translate all functional currency financial statements to USD.
- Facilitate corporate monthly and yearly close, including journal entries and reconciliations.
- Provide Corporate level reporting to senior management for weekly and monthly forecasts and results
- Supervise all facets of accounting department to run efficiently. Cross-train and provide backup to Corporate Payroll and Accounts Payable.
- Interact with all facilities to assure accuracy of costs and other financial reporting
- Provide monthly cash transaction information to facilities.
- Assist Audit Manager with annual audit, providing support for financial information.
- Coordinate fixed asset additions and reporting. Work closely with CFO to ensure proper asset management.

### **Qualifications**

- 4 year degree in Accounting or Business
- 2-3 years accounting experience (includes hands on experience in AP,AR,PR, & GL)
- 2-3 years experience in a Supervisory capacity
- Strong communication skills across all levels

**To apply for this position, mail completed application along with your resume to Monterey Mushrooms, Attention Kim Morrison, 260 Westgate Drive, Watsonville, CA 95076, or email to [kmorrison@montmush.com](mailto:kmorrison@montmush.com)**

*All Salaried positions must be posted on the company bulletin board for a minimum of 7 days prior to external recruitments. External candidates must complete an employment application for consideration of the open position.*

**EEO/MF**