



Apricot Lane Farms is a 234-acre farm in Moorpark, CA and home of The *Biggest Little Farm*. The farm regeneratively grows more than 200 varieties of fruits and vegetables, and raises cows, sheep, pigs, goats, chickens and ducks with reverence, while working in “harmony” with a dynamic ecosystem. The Staff Accountant is a key player in the Finance Team. The Staff Accountant will handle a diverse mix of accounting projects including, but not limited to, the Farm operations and related entities, wholesale/retail sales, merchandise, inventory, fixed asset tracking and production projects. The ideal candidate will be a master multitasker and a stickler for details and deadlines. The Staff Accountant reports directly to the Controller.

RESPONSIBILITIES

- Manage accounts payable and receivable, including processing invoices and reconciling accounts
- Conduct monthly reconciliation of bank statements and other financial accounts
- Manage the end-to-end payroll process, ensuring accurate and timely processing of employee compensation
- Prepare and maintain payroll records, including deductions, benefits and bonuses
- Maintain the general ledger by accurately recording payroll transactions and adjustments
- Collaborate with HR to ensure proper onboarding and offboarding processes are followed
- Prepare and file payroll-related tax returns and forms (e.g. W-2's, 1099's).
- Proficiency in accounting software (e.g. QuickBooks with inventory) and Microsoft Excel
- Conduct weekly cash reconciliation for farmers market transactions, ensuring accuracy between cash collected and sales records / accounting
- Oversee the accounting processes related to e-commerce sales, including tracking revenue, processing payments, and managing refunds
- Reconcile online sales with payment processor statements, ensuring all transactions are accounted for
- Petty Cash disbursements and tracking
- Assist with coordination of merchandise sales including inventory tracking
- Dissemination, tracking and entering expense reports

QUALIFICATIONS

- Bachelor's degree in Finance or Accounting, or equivalent experience - 5-10 years
- Experience with Quickbooks, specifically with inventory management
- Mastery of Excel (Pivot tables, sorting and filtering data)
- Experience with e-commerce platforms (e.g., Shopify, WooCommerce) is a plus
- Knowledge of agricultural or food industry accounting practices is advantageous
- Ability to work in a team environment as well as independently
- Strong attention to detail and processes
- Strong written, interpersonal, and verbal communication skills



SCHEDULE

- Mondays -Fridays; 7:30am - 4:00pm

COMPENSATION & BENEFITS

- \$75,000 - \$78,000
- Health Benefits (Medical, Dental, Vision, Flexible Spending Account)
- 401K with Employer Matching
- Paid Sick Time
- Paid Vacation
- 10 Paid Holidays
- Employee Discounts

HOW TO APPLY

To be considered, please email jobs@apricotlanefarms.com the following two items with the subject: Staff Accountant

1. Resume
2. Cover letter describing why you would be a good fit