

Accounting Manager

The Northwest Horticultural Council (NHC) is seeking an accounting manager that is highly organized and motivated to work in support of the tree fruit industry. A successful candidate will be experienced in general ledger, accounts payable, accounts receivable, and payroll. Their accounting background will enable them to work independently and provide relevant monthly and year-end budget and financial information to management. This position reports to the NHC's president and works closely with the vice president of export programs.

The NHC is a nonprofit trade association, based in Yakima, Washington, that represents the tree fruit (apple, cherry, and pear) industry of Idaho, Oregon, and Washington on federal and international policy and regulatory matters. Pacific Northwest tree fruit growers, packers, and shippers produce approximately 76 percent of the fresh apples, 87 percent of the fresh pears, and 84 percent of the fresh cherries in the U.S. as well as most of the organic deciduous tree fruit grown in the United States. Producers from the Pacific Northwest account for over 90 percent of the U.S. apple and pear exports and 85 percent of U.S. cherry exports.

With a staff of eight, the NHC is an advocacy group that engages with the private sector, academia, government, and non-governmental bodies. The accounting manager will interact with NHC financial collaborators and manage its financial business operations, including the collection of confidential, third-party information for the financial administration of export programs.

Essential Job Requirements:

- Excellent communication (written and verbal) skills
- The ability to organize and manage multiple projects simultaneously
- Three or more years of bookkeeping or accounting work experience
- Proficient in Microsoft Office suite

Preferred Job Requirements:

- Proficient in Sage 100 accounting system
- Bachelor's Degree
- Five or more years of bookkeeping or accounting experience

Accounting / Financial Responsibilities:

- Maintain the general ledger, general journal, and financial statements
- Manage accounts payable, write checks and issue various electronic payments
- Maintain and manage accounts receivable and aging. Invoice for different levels of annual membership dues, seasonal daily cherry invoicing, annual reconciliation of apple and cherry assessments
- Manage banking relationships, make deposits, reconcile monthly statements
- Prepare end of month and year-end financial statements
- Enter payroll on ADP system

- Assist with annual financial audit and preparation of financial statement and tax forms
- Prepare annual NHC reserves documents
- Assist in annual budgeting process

Programs / Duties:

- Mexico Apple Program: Make U.S. Department of Agriculture Animal and Plant Health Inspection Service (APHIS) Quarterly Payments / maintain contract accounting of revenue and expenditures (Mexico apple program); maintain the member Treatment Facility number list, reconcile assessments, collect shipment data, contact members to confirm data, work with state departments of agriculture to cross-check information
- Japan / Korea Cherry Program: issue seasonal assessments, collect shipping data (working with members and state departments of agriculture to cross-check information and reconcile assessments)
- Issue the daily cherry shipment report of shipments made to Australia, Japan, Korea, and New Zealand
- Maintain various email lists
- Maintain membership lists by program

Data Management:

- Maintain and archive records and files, including those containing confidential information (e.g., private company financial information and other correspondence)
- Maintain current copies of all contracts

Other Duties:

- Special projects and office administration responsibilities as needed

Interested candidates should submit letters of application and resume to the NHC at 105 S. 18th Street, Suite 105, Yakima, WA, 98901 or to general@nwhort.org. Applications will be accepted until the position is filled. Information on the Northwest Horticultural Council is available at www.nwhort.org.

9/9/2021