



Peri & Sons Farms is seeking applications for a full-time **ACCOUNTING CLERK**. This is primarily a remote position. We are seeking candidates from the Reno, NV metropolitan area as periodic in-person meetings in the area are part of the job.

Position Summary:

This position performs administrative support functions for an accounting division. Representative job duties include the following:

- Filing documents, entering data, and maintaining accounting records.
- Verifying financial reports by running analysis on software programs; using software to research and resolve inquiries and issues.
- Reconciling purchasing and receiving documents; ensuring proper distribution of expenses to the general ledger and proper allocation to applicable cost centers.
- Performing various support functions for accounts payable; ensuring timely payments making full use of available discounts; reviewing vendor statements to ensure amounts payable are correct and in accordance with pricing contracts.
- Corresponding with purchasers, vendors, and others.
- Assisting with audits and operational accounting tasks as needed.

Preferred Qualifications:

- Associate's or bachelor's degree (preferably in business, economics, accounting, or a similar field); OR at least 1 year of experience in an accounting support position.
- Intermediate-level proficiency or higher in Microsoft Office products (including and especially Excel).

Special Demands and Work Environment:

This is primarily a remote position. Attendance at occasional in-person meetings in the Reno, NV area will be required. This position participates in an on-call rotation with other colleagues during weekends and on certain holidays. Accordingly, work outside normal business hours is periodically required; there is reasonable flexibility in work schedule to offset for this.

Compensation:

Starting base salary will be competitive and will depend on the candidate's qualifications. Eligibility for discretionary profit-sharing bonuses after 1 year. Information regarding the benefits package is available on our career's webpage: <https://periandsons.com/join-our-team>.

How to Apply:

Candidates may apply online from the career page of the company's website or by emailing a cover letter and resume to employment@periandsons.com. Hard copy applications are also available at 102 McLeod St., Yerington, NV. Applicants who require reasonable accommodations are encouraged to contact the company's Human Resources Department at humanresources@periandsons.com or 775-463-9904.

Peri & Sons Farms is an equal opportunity employer.