



North Bay Trading Co.

Accounting Specialist

(Remote is Possible)



NO RECRUITERS OR AGENCIES. AUTHORIZATION TO WORK IN THE U.S. and U.S. RESIDENCE ARE REQUIRED.

Through our website and Amazon, we sell wholesome shelf-stable food to health-conscious retail and commercial customers. Selling under the brands North Bay Trading Co. and Thousand Lakes, our main products include Wild Rice, Soup Mixes, Beans, Lentils, Freeze Dried Fruit and Vegetables, and Air-Dried Vegetables. As a local, family-owned company, we enjoy the small-town feel (in the great outdoors). As a business that sells nationwide, we also enjoy the fast-paced, entrepreneurial nature of a growing corporation. Truly the best of both worlds.

Our Culture and Employee Fit are both very important to our success. Please read more about us on our website at northbaytrading.com/about-north-bay-trading and northbaytrading.com/jobs. If you truly feel that we are a great match, look at the job description below, and our current job openings on our website.

This is an at-will non-exempt position and will be subject to all policies in the Company's' Employee Handbook and Employment Agreements, Confidentiality and Non-Disclosure Agreements, or similar employment agreements (copies available on request).

ABOUT THE POSITION

Job Title: Accounting Specialist (Mostly Remote is Possible)

Job Classification: Non-exempt, Part time (**10-20 hours/week**, 3-5 flexible days per week); Regular. Additional responsibilities and hours may be available if desired by the right candidate.

Compensation: \$45-\$65 / hour depending on qualifications, prior experience, and schedule, on a W-2 Basis

Summary: This role is the **primary accounting person** working with a small office team which will provide some support this role. The Accounting Specialist will have responsibilities essential to the operations of North Bay Trading and its related brands and entities. The right candidate will have excellent computer and communication skills, plus be detail-oriented, organized, and hard-working.

Accounting Responsibilities:

- Month-End and Year-End tasks include but are not limited to:
 - Record sales and costs from several data sources
 - Account reconciliations
 - Calculate and enter all required Journal entries
 - Producing and summarizing monthly income statements and balance sheets
 - All other month end close tasks as required
- Maintain accurate sales, pricing, cost data, and inventory information in various Company systems. This includes ingredient tracking of blended products, inventory adjustments for Amazon, entering product information into GP, and updating food and packaging registries.
- Lead or assist with ad hoc analysis such as product profitability, sales trends, and others.
- Collaborate with office staff to see that inventory count and related adjustments are done accurately.
- Manage office reporting activities relating to 1099's, unemployment claims, sales tax, property tax, liability insurance, property insurance, and work comp insurance.
- Collaborate with office staff to help ensure accurate and timely Payroll processing activities.

- Provide data for external business tax preparation.
- Create Company work instructions related to accounting.

Additional Responsibilities

- Provide information critical to the Food Safety regulations of the Company through collaboration with Food Safety Committee Members. Provide Great Plains information and adjustments for mock exercises and audits.
- Help identify and respond to any unforeseen or unassigned challenges that are getting in the way of operational excellence.
- Report observed gaps in workplace safety or food safety employee performance to the President.
- Help resolve Company issues by participating in root cause investigations and corrective action efforts.
- Other tasks and project work as assigned by Management.

Requirements / Qualifications:

- **Extensive knowledge of Great Plains accounting software IS A MUST**
- 2 year Degree in Accounting or Bookkeeping is a must. 4 year degree is preferred.
- Exceptional excel skills, including data manipulation, modeling, V-LOOK ups, pivot table experience.
- Ability to switch between tasks frequently, and complete important tasks on time.
- Ability to communicate effectively by oral and written communications.
- Accurate computer data entry skills. Very proficient with Microsoft Outlook, Word, and Excel.
- Comfortable working with e-commerce software.
- Background in owning or managing a small business is a bonus.
- No communicable disease which could present a food safety risk.
- Agrees to the Company's Confidentiality and Proprietary Rights Agreement or Employment Agreement that clarifies "works-for-hire."
- Willing to work extra hours during peak periods or staffing shortages.

Pay and Schedule:

- The job will have a normal schedule of 10 to 20 hours per week with slightly higher hours in month end close week. Additional responsibilities and hours may be available if desired by the right candidate.
- We are flexible to hours of work completion and which days of the week, however, employee must ensure that Company business requirements are met. This includes work on days involving inventory count exercises, third-party audits, or other days as determined by Management.
- Occasional travel to Brule, WI home office is necessary depending upon where you live.
- Normal Company operating hours are between 7:30 am to 4:00 pm, Monday – Friday.
- W-2 Basis, \$45-\$65 / hour, depending on qualifications, prior experience, and schedule.
- Compensation for "hours worked" will be paid pursuant to the federal and state laws and regulations in effect at the time of the work.

Contact: If what you've read so far is exciting and is truly a good fit with you, please email us at hr@northbaytrading.com and include the job title Business Administrator in the subject line.