

The VPS Companies, Inc.

310 WALKER STREET • WATSONVILLE, CALIFORNIA 95076

Position Title: Staff Accountant
Location: Watsonville
Compensation: Commensurate to Experience
Reports to: Controller

The VPS Companies, Inc. subsidiaries are involved in frozen food marketing, distribution, brokering, purchasing, selling, warehousing, freezing, co-packing, assembly and transportation. Visit us at Innfoods.com.

SUMMARY: This is a full-time non-exempt position with benefits – reports directly to the Controller. To support the CFO and Controller in carrying out the responsibilities of the Finance / Accounting Department.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Perform General Ledger month-end and year end closing activities. To include journal entries, balance sheet reconciliations and analysis.
- Analyze financial data in order to prepare financial reports.
- Maintain records of assets, liabilities, profit and loss, tax liability and other financial activities.
- Maintain fixed assets and associated depreciation schedules on the FAS Software System and complete annual Property Tax reporting.
- Provide assistance to Accounts Payable in regards to correct General Ledger postings.
- Provide Cash Management and Borrowing Base reporting.
- Manage petty cash account.

SKILLS AND ABILITIES:

- BA/BS in Accounting.
- 2-4 years in an accounting environment.
- Excellent verbal and written communications skills.
- Works independently, prioritize workloads and proactively manage time.
- Must be well organized with the ability to manage multiple tasks and projects.
- Applicant needs strong technical and analytical skills, along with a positive attitude.
- Ability to work independently and meet deadlines.
- Must be skilled in use of Excel.

For additional information or to apply for this position, contact:

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The VPS Companies, Inc. is an equal opportunity employer and is committed to an active Affirmative Action Plan

EEO/M/F/Disabled Veterans