

## Staff Accountant



Island Creek Oysters (ICO), headquartered in Duxbury, MA, is a mission-based brand engaged in promoting the development of aquaculture's role in our food systems—locally and globally. Quite simply, we grow thriving coastal communities. Through innovation and education, we create opportunities to connect people with boundary-pushing seafood products. At its core, it is a group of people who love oysters. It is a small group of talented, and highly motivated individuals who come to work every day excited to shape the destiny of a growing business. In just a short time, Island Creek has grown into a thriving direct-to-chef business, e-commerce platform, a catering division and two brick-and-mortar raw bars in Maine and Massachusetts.

As a growing company handling large volumes of diverse transactions from multiple entities, the finance department is at the very core of what makes ICO a vibrant, functional and thriving business and community. The Staff Accountant will be responsible for a variety of daily, monthly and quarterly accounting & bookkeeping tasks for ICO's 7 Business Units (Island Creek Oysters, Island Creek Shellfish Farm, Portland Shuck Shack, Pros Only, Shell Game, Ditch Digger and the ICO Foundation), as well as assisting with the administration and support functions of Human Resources and Information Technology. The Staff Accountant will operate as part of a small but growing team. The ideal candidate will demonstrate an ability to work across multi-functional teams, strong problem solving skills,, an ability to work well under pressure and be self-sufficient. This role requires excellent organization, attention to detail and an ability to understand all aspects and needs of the organization.

### **ROLE:**

- The Staff Accountant will take a lead role in the dynamic bookkeeping needs of ICO's 7 entities, Including Island Creek Oysters, Island Creek Shellfish Farm, Ditch Digger, The Shop - Portland, Pros Only, Shell Game and the Island Creek Foundation
- Process A/R check and credit card payments as well as monitor bank accounts for inbound ACH transactions and apply them accordingly within MS Dynamics Business Central
- Update accounts payable invoices & prepare weekly vendor payments, both via check and ACH
- This position will focus on the Wholesale company accounting as well as the on site hospitality businesses, but also play an active leadership role in the accounting/bookkeeping needs of the farm and tour business
- Actively manage and lead the day-to-day accounting needs (and closing setup) for ICO's on site hospitality business
- Manage month end restaurant food and beverage inventory count bookings in collaboration with the restaurant management team

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- Work closely with finance team members on the Month-end close for all business units, encompassing multiple bank reconciliations, income statement and balance sheet review and intercompany transactions with a target completion of 2-5 days subsequent to the end of the month
- Work with operations and purchasing teams to ensure vendor/grower bills are invoiced on time, accurately and paid according to agreed upon terms
- Employ sound communication of process change decisions and ideas with the CFO to execute the president's strategic vision
- Contribute constructively and demonstrably to ICO culture and team

### REQUIREMENTS:

- Experience using Microsoft Dynamics Business Central within a multi-entity organization
- Possess strong MS Excel skills and be able to manipulate/understand large amounts of data
- Hospitality bookkeeping experience preferred
- Ability to adapt to change/ thrive in a dynamic, high growth environment
- Able to maintain confidentiality
- Good interpersonal skills
- Upbeat attitude
- Strong written and verbal communication skills

This is a full-time position with a salary range of \$65 - \$85K depending on experience. Benefits include, paid time off, health insurance and employee discounts online and at our on site hospitality locations

### TO APPLY:

Please email resumé and cover letter to [jobs@islandcreekoysters.com](mailto:jobs@islandcreekoysters.com) with "Staff Accountant" as the subject line.