

# Panorama Meats Full Charge Bookkeeper

## Position Overview

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Panorama Meats is seeking a Full Charge Bookkeeper to join our growing team. This position will be responsible for maintaining the day-to-day accounting functions, payroll, cash flow, financial statement preparations, and overall general accounting functions. Panorama Meats' Full Charge Bookkeeper will report directly to the CEO.

## Company Overview

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Panorama Meats was started in 2002 by a small group of California ranchers who believed in their methods of raising grass-fed and grass finished cattle. We've maintained that same rancher ownership to this day, now supporting over 50 ranches throughout the U.S., dedicated to sustainable production systems. Panorama Meats offers an extensive line of both organic and never/ever line of grass-fed and grass finished beef products.

## Location

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Woodland, California

## Responsibilities

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- Accounts receivable including preparation of invoices and maintenance of customer records
- Accounts payable and vendor records maintenance
- Bank deposits and reconciliations for accounts
- Reconcile balance sheet accounts
- General ledger maintenance
- Prepare weekly payroll and commissions and manage additional human resources activities
- Administration of quarterly business and payroll taxes and worker's compensation reports
- Prepare monthly journal adjustments and financial statements for external CPA
- Compile annual reports required for external CPA
- Prepare annual 1099's
- Maintain required business and financial document retention files
- Assistance with the annual budget and company audit processes
- New vendor setup and maintenance including vendor records
- Vendor statement reconciliation and discrepancies
- Collaborate with operations team to manage product inventory and generate necessary valuation reports
- Prepare and/or review of expense reports for accuracy and proper expense disclosure
- Perform other related duties as may be requested by the CEO

## Requirements

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- Bachelor's degree in accounting, finance, business or related concentration
- Minimum of three to five years full charge bookkeeping experience
- Excellent organization and project management skills
- Ability to work independently and manage projects with many moving parts
- Extensive knowledge of Generally Accepted Accounting Principles
- Advanced skills in Microsoft Office and QuickBooks accounting software
- Ability to prioritize and multi-task in a fast-paced work environment
- Highly organized and detail oriented
- Able to complete tasks accurately and timely
- Thrives in a collaborative, team player office environment
- Ability to interface well with staff and external contacts
- Proven ability to maintain confidentiality

- Organic, natural, specialty food or protein industry experience preferred

## Salary

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The Full Charge Bookkeeper position is a full-time position. Compensation dependent on qualifications.

For more information, or to submit your cover letter and resume, please contact Lori Carrion at [lori.carrion@panoramameats.com](mailto:lori.carrion@panoramameats.com)