

**ONCE UPON A FARM PBC**  
**JOB DESCRIPTION**

**JOB TITLE:** Assistant Controller

**DEPARTMENT:** Finance

**REPORTS TO:** Controller

**CLASSIFICATION:** Full Time, Exempt

**SUMMARY:** Assists in all phases of accounting management.

**OUR COMPANY:**

- Once Upon a Farm is a rapidly growing, disruptive, organic food company that helps moms and dads keep their promise to provide the best nourishment for their children's bodies and souls. Our mission is to nurture our children, each other, and the earth in order to pass along a healthier and happier world for the next generation.
- We craft the purest, most-nutritious and safest foods that will delight children of all ages. We currently offer best-selling lines of cold-pressed, organic baby food and smoothies and are quickly expanding into other kid food categories.
- We are committed to fighting for and supporting efforts to drive positive social change and food justice for the benefit of moms, kids and families.

**OUR CULTURE:**

- We foster an entrepreneurial and collaborative culture that values humility, honesty, passion, positive social impact, and fun. We consider ourselves a bunch of "misfit toys"—we like to have fun, laugh and be a little weird.
- We are looking for teammates who will live our mission and fuel passion in each other to make a positive difference every day.

**DUTIES AND RESPONSIBILITIES:**

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

- Assists Controller with all accounting functions including but not limited to general ledger, accounts receivable, accounts payable, and purchasing.
- Assist Controller in leadership and direction of the accounting staff, consisting of staff/senior accountants and clerical accounting professionals.
- Oversees implementation of accounting systems, policies, and procedures.
- Reviews and approves journal entries.
- Maintains, reconciles, and administrates all general ledger accounts including but not limited to accounts receivable, inventory, and accounts payable and investigate/resolve variances.
- Coordinates and ensures accuracy and timeliness of internal and external financial reporting.
- Reviews fixed asset ledgers and ensures all items are properly capitalized and depreciated.

- Assists with coordination of annual independent audit and preparation of annual tax documents.
- Review and approves bank reconciliations.
- Assures accurate and timely monthly closing; assists with preparation of monthly financial statements.
- Prepares reports required by lending and regulatory agencies.
- Assists with special projects performs other duties as assigned.

**QUALIFICATIONS:**

- Bachelor's degree in Accounting or Finance or equivalent. CPA a Plus
- Must have a minimum of 3-5 years' experience in Finance and Accounting. Public accounting, CPG and/or startup experience is a plus.
- Must have strong leadership qualities and have the ability to work through issues dealing with diverse personalities.
- Strong accounting (US GAAP) knowledge
- Strong communication skills, both written and verbal
- Experience working with accounting systems, Experience in Sage X3 a Plus
- Must have strong PC skills, particularly with Excel, ERP and Accounting systems.

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is frequently required to do the following:

- Accurately complete detailed financial reports.
- Calculate figures and amounts.
- Analyze statistical and financial data.
- Use of computer/keyboard/mouse for long periods of time during the day
- Working under pressure, rapidly for long periods of time
- May occasionally work longer than 8 hours/day

**WORK ENVIRONMENT:**

- Can work remote or in Company office in Emeryville, CA

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

**TO APPLY:**

Please answer and submit the following questions, along with your resume and cover letter to [hr@uponafarm.com](mailto:hr@uponafarm.com):

- 1) What do you feel are three skills every good accountant should have?
- 2) What are the three attributes that make you an effective remote worker?  
And what are the greatest challenges of working off-site?
- 3) What is your supervisory style? How do handle teams' mistakes and successes?
- 4) What is your vision of an Accounting Department?"