The Prosumer Trust's purpose and mission is to create a Triple Bottom Line – impacting people’s lives, stewarding earth’s resources, and bringing profit to shareholders. We achieve this through the lens of social business -- selling environmentally and socially responsible products. This philosophy ensures that the customer receives the best nutritional products possible, through the innovative use of our patented process and strategic relationships.

The Prosumer Trust’s social business model strives to replace the old charitable model (welfare) with a new model of rewarding excellence while giving people the tools to succeed on their own. We partner with non-profits like Agros International, and World Vision. Our customers are the reason positive change is happening in the lives of the families who grow the ingredients in the products we sell. By only purchasing ethical ingredients that are fairly traded, we partner with you in giving a fair wage for a beautiful product. The difference is enabling farmers to provide food, clothing, shelter, and an education for their children. Through the years we have helped develop 42 villages, aiding 24,000 farmers and fostering generational change.

www.prosumertrust.com

To Apply: Please submit your cover letter and resume to jobs@prosumertrust.com.

Summary: Takes hands-on ownership of and is responsible for the accounting system and related processes, including:

- Managing and performing the Companies’ transactional accounting activities
- Maintaining an adequate system of accounting records
- Maintaining and enforcing the corresponding set of controls designed to mitigate risk, enhance the accuracy of the Companies’ reported financial results and ensure that these results comply with generally accepted accounting principles (GAAP)
Essential Duties and Responsibilities:

- Manage the daily operations of the Accounting department and Accounting department staff
- Maintain a documented system of sound and proper accounting principles/procedures and internal control policies, and ensure that they are followed
- Identify and implement opportunities for improvement in daily and month-end processes
- Maintain the chart of accounts
- Maintain an orderly accounting filing system
- Maintain expert knowledge of the accounting processes and transactions of the Companies’ QuickBooks software, including those related to inventory
- Oversee and perform day-to-day cash management duties, including ensuring that customer credit card charges are properly deposited, accounts receivable are collected and accounts payable are paid in a timely manner, and appropriately transferring cash between checking, savings and any line(s) of credit
- Ensure payroll is accurately processed confidentially and in accordance with strict time deadlines
- Perform month-end ‘closings’ in a timely manner, including maintaining appropriate expense cut-off procedures, and performing subledger and bank reconciliations
- Ensure payroll, sales and use, B&O, personal property and other tax compliance
- Calculate and pay commissions to sales reps and partners
- Provide data for operational metrics
- Ensure compliance with Federal, State, local and international government business reporting requirements
- Ensure proper initial valuation and subsequent depreciation of Companies’ assets
- Provide accounting data to external accountants
- Perform other duties as assigned

Supervisory Responsibilities: Manages Accountant I

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:

- Ten plus (10+) years of progressively responsible experience in growing and dynamic, privately held environments. Experience in light manufacturing and distribution environments preferred
- Hands-on experience with all essential duties and responsibilities listed above
- Hands on experience:
  - accounting for raw material and finished goods inventories
  - accounting for intercompany transactions
  - setting up new entities, including QuickBooks configuration, tax id’s, bank accounts, etc.
  - configuring QuickBooks for new product lines
- Bachelor’s degree in accounting or business administration

**Personal Characteristics:**

- Superior attention to detail
- Commitment and dedication to the accounting data being 100% accurate
- Self-motivated, independent, reliable and a team player
- Able to adapt and have patience in a continually evolving environment
- Able to successfully manage multiple priorities and meet deadlines
- Highest level of personal and business ethics, including confidentiality
- Professional appearance and attitude
- Solutions-oriented, customer service approach
- Strong personal core values and maturity reflected in family, faith and community
- Motivated by creating meaningful impact in the lives of people around the world

**Equipment and Software Skills:**

- Advanced working knowledge of QuickBooks software. QuickBooks Premier Wholesale and Manufacturing Edition or Enterprise experience preferred
- Advanced working knowledge of Microsoft Office, including exporting data from QuickBooks and manipulating it using Excel

**Certificates and Licenses:**

- None required

**Language Skills:**

- Excellent written and verbal communication skills
- Able to respond effectively to sensitive inquiries and to complaints
- Able to communicate accounting processes in a manner that the audience understands
- Able to maintain positive working relationships with all levels of management and employees

**Math Skills:**

- Superior ability working with numbers

**Reasoning Ability:**

- Superior problem-solving and analytical skills
- Capable of handling complex and/or multi-faceted tasks
- Able to successfully balance and prioritize multiple requests

**Physical Demands and Work Environment:** The physical demands and work environment described below represent the activities and surroundings of the position. Reasonable
accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands described in the next two sections use the following guidelines for a normal 8-hour day:

- “Never”
- “Occasional” means 1% - 33% of the work day
- “Frequent” means 34% - 66% of the work day
- “Constant” means 67% - 100% of the work day

<table>
<thead>
<tr>
<th>Occasional</th>
<th>Lifting a maximum of 40 lbs</th>
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<tbody>
<tr>
<td>Occasional</td>
<td>Carrying a maximum of 40 lbs</td>
</tr>
<tr>
<td>Occasional</td>
<td>Pushing/Pulling a maximum of 40 lbs</td>
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</tbody>
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**Movements Required:**

- **Constant** Sit
- **Occasional** Stand
- **Occasional** Walk
- **Occasional** Bend
- **Occasional** Squat
- **Never** Crawl
- **Never** Climb
- **Occasional** Reach
- **Occasional** Kneel
- **Occasional** Stoop
- **Occasional** Reach Above Shoulder Level

**Other Physical Requirements:** While performing the duties of this job, the employee is regularly required to: use hands to handle or feel; talk; see; and/or hear. Specific vision abilities required by this job include close vision and color vision.