



*Loen Nursery, Inc.*

## **ACCOUNTING MANAGER**

Loen Nursery seeks individual for accounting manager. We are a family-owned nursery business with retail, contractor supply and growing operations. Our office is in Sherwood, Oregon. This job includes managing Payables, Receivables, Inventory at our Contractors Yard, Reception, and some office management.

### Responsibilities

- Manage Accounts Payables, Receivables staff
- Manage Inventory staff
- Office Management (small office)
- HR-front end, documentation, time clock
- Phones, reception, cell phones
- Computer system use training off staff
- General accounting, reports information for CPA, banking, and taxes
- Balances ledger, checking's, credit cards
- Purchase order management
- Government compliance

### Qualifications

- 4yr Accounting Degree
- 4yrs work experience min.
- Computer skills, better than average user
- Software – accounting software, Microsoft Office
- Organized, friendly, good attitude
- Communications skills
- Inventory experience
- Sage 100 knowledge

### Benefits

- Paid Vacation, Holidays
- Health Insurance
- Plant Discount
- Nice People to work with
- Pay \$25-\$32hr DOE