

Job Description: Pure Green Farms is seeking a Controller / Director of Human Resources who will complete the financial management and compliance job duties. Individual will report to the CEO and be a part of management.

The Company: At Pure Green Farms, our mission is to provide the most delightful, the most responsible, and the safest salad eating experience. We are more than just lettuce growers. We are agricultural innovators devoted to adopting the best technologies to consistently deliver clean, healthy, and fresh produce. Our team is committed to democratizing the produce industry by radically improving food supply chains. Providing produce year-round that is affordable, environmentally sustainable, and healthy is our passion.

Compensation/Salary:

- Competitive salary based on experience
- Performance-based bonus
- Paid time off
- Health/Dental/Vision benefits

Requirements:

- Values-driven and solutions-focused approach to management
- Self-motivated, open-minded, and positive attitude
- Computer skills; proficiency with MS Office. Experience with QuickBooks Desktop preferred.
- Organized and detail oriented
- Ability to communicate clearly, effectively, and respectfully whether via email, phone or in person.
- Thinking calm and creatively in the wake of adversity

Responsibilities and Duties:

- Manage cash and liquidity including projections
- Complete monthly journal entries, and reconcile balance sheet accounts
- Complete credit applications, maintain relationships with key vendors
- Complete quarterly financial reporting to management and ownership
- Create reporting dashboards and manage KPIs
- Maintain relationships with bankers, insurance agents, and payroll providers
- Complete and review bi-weekly payroll
- Manage yearend taxes and audits
- Manage corporate insurance needs and relationships
- Maintain HR related duties including new hire paperwork, insurance enrollment, and any other HR and payroll related tasks.
- Ensure compliance with all related regulatory requirements for both finance and HR.
- Oversee Office Manager and Customer Service Rep positions

- Complete IT related duties for the organization, including new employee set-up and system access for phone, accounting, and Microsoft 365 systems.
- Ensure the accuracy of the general ledger.
- Manage the process to complete the annual budget.

Working Conditions:

- Must have manual dexterity to perform computer skills
- Continuous interaction with various departments and colleagues
- Ability to make changes as needed without advance notice
- Position may need to walk the facility from office on one end to shipping on the other
- Working in refrigerated warehouse for prolonged periods

Education/Experience:

- Bachelor's Degree in Accounting and/or Finance from an accredited university.
- Minimum 5 years of accounting/finance experience; 2 years of management experience; and experience planning and scheduling people and projects.

Job Type: Full-time

Pay: \$63,000.00 - \$88,000.00 per year