



Job Title: Payroll/Accounting/Labor & Production Coordinator

Reporting to: Chief Financial Officer/HR Administrator

Location: Stockton, CA office

Summary: The Payroll/Labor/Accounting Coordinator assists in maintaining the payables, labor reporting, general ledger reconciliations as well as other activities for Fresh Innovations. This position will report to the CFO with day-to-day oversight by the HR Generalist in the CFO's absence.

Duties and Responsibilities:

Below are the current primary duties and responsibilities but we are a growing and dynamic company so these may change over time. The successful candidate must be aware that there may be additional or other duties assigned in the future.

Payroll -

- Process weekly payroll – reconcile “Input Report” to “Invoice Report”
- Daily Punches – Print open punch report and coordinate with On-Site Recruiter for corrections, enter corrections into TimeStar
- Labor Daily Costing – Pull daily costing reports to confirm total hours/dollars for labor, Inputs hours/punches into Stockton Production Labor spreadsheet
- Labor Allocations – Obtain copy of production schedule, add hours ran per SKU into allocation spreadsheet, input production hours based off production hours vs man hours
- Compares weekly labor invoices from vendors to the labor upload/allocation file to ensure accuracy or both the invoices and the labor upload allocations
- Assist HR Generalist with HR duties – update vacation and attendance tracker, filing, create profiles for new hires, program employees in time clock
- Greet visitors/vendors/contractors at the front desk – assure Visitor Policy is completed
- Create monthly invoicing of profiles used in TimeStar for all employment contractors
- Update vacation tracker for contracted employees

Accounting –

- Learns the Invoicing and Accounts Payables roles in order to be a backup when needed
- Responsible for matching, coding and entering invoices in a manner that flags them for timely payment based on terms of sale
- Researching and resolving accounts payable issues with vendors



- Receives, reviews vendor statements of account, investigates and resolves issues regarding late invoices and account balances. Maintains a file of vendor statements for review by auditors and management
- Performs weekly or as needed check runs
- Assist with credit and collection activities
- Generate report of late payments
- Prepare aging reports
- Post customer payments by recording cash, checks, ACH, credit cards transactions received
- Performs general cost accounting and other related duties in assisting with accounting

Qualifications:

- A minimum of 1 year of experience in Payroll and Accounts Payables
- Strong organization skills
- Knowledge of accounts payable practices
- Ability to examine documents for accuracy and completeness.
- Ability to prepare records in accordance with detailed instructions. Must quickly learning to code invoices to the correct expense centers and balance sheet accounts. Accuracy is of work is essential.
- Must learn and adhere to security and privacy requirements and policies which are inherently a part of the employer's industry and environment

Education/Experience: High school or work experience equivalent. Associates/Bachelor's degree (Preferred)

Language Ability:

Must always communicate clearly and cordially, and shall work collaboratively with all staff, vendors, auditors and other business contacts. Ability to write routine reports and correspondence. Ability to speak effectively before groups of investors, vendors, customers, or employees of organization.

Math Ability:

Ability to calculate and understand figures and amounts such as percentages, area, discounts, interest, commissions, proportions, volume capacities and financial proformas. Ability to apply simple financial concepts areas relative to the position.

Reasoning Ability:

Ability to solve practical and complex problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Microsoft Word; Superior Microsoft Excel skills including pivot tables, etc; and Microsoft PowerPoint and various internet communication software as well as syndicated data understanding. Sage or similar fully integrated ERP Systems experience a plus.

Equipment:

Desktop computer
Calculator

Supervisory Responsibilities: N/A**Work Attributes and Environment:**

The work attributes and environment characteristics described here are representative of those an employee encounters and must perform while executing the essential functions of this job.

- **Motivation:** Must be a self-starter
- **Efficiency:** Time management to prioritize multiple duties.
- **Attitude:** Approach all opportunities with a positive can-do attitude.
- **Data-driven:** Makes timely and effective decisions using data.
- **Hands-on:** Willing and able to jump in at all levels of the business to build and develop people, systems, and processes.
- **Strategic and Systems Thinking:** Understands the connections and relationships across functions and entities for both internal and external constituencies; can oversee the development of plans for complex projects and ensure successful execution.
- **Change Leadership:** Initiates and/or sponsors change efforts; aligns resources; overcomes resistance and engages, or motivates, others to implement and sustain change efforts where needed.
- **Results-oriented:** Does what is necessary to improve performance; balances the resources to produce desired outcomes; tracks and monitors performance.
- **Partnership:** Engages others to identify mutual goals, develop solutions, make decisions, and achieve outcomes.
- **Service-oriented:** Focuses and aligns actions and decisions on ways to enhance service and commitment to exceptional customer service internal and external.

While performing the duties of this job, the employee is maybe exposed to wet or humid conditions (non-weather); may work near moving mechanical parts; and be apart to outdoor weather conditions. The noise level in the work environment is usually low to moderate.

Physical Demands:



The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, listen, walk, sit, stand, lift, or move up to 80 pounds. The employee is moderately required to stoop, kneel, crouch, or crawl.