



IND HEMP is seeking a Sr. Accountant/Assistant Controller to join our rapidly scaling hemp oilseed and fiber processing business based in Fort Benton, MT. Reporting to the Controller, this position will be at the leading edge of expanding the ability of the Finance Department to support the business and data-driven decision making. As IND HEMP's Sr. Accountant, you will serve as an important partner to our team and help us grow and maintain accurate and timely financial information and a financially disciplined culture.

We are looking to bring on someone who is analytical with a high level of initiative and a natural sense of ownership. You should possess excellent communication and collaboration skills and be comfortable working up, down and across the organization to help us drive continuous financial and operational improvement. Qualified candidates must have the ability to execute multiple work-streams in a fast-paced, dynamic environment and remain open to accepting new responsibilities as the business evolves.

At IND HEMP, we pride ourselves on our core mission: providing innovative agricultural products and services to connect American farmers with the pioneers and businesses that see hemp as a means to bring real and lasting change to our communities and planet.

**Job Title:** Senior Accountant/Assistant Controller

**Salary Range:** \$65,000 to \$85,000 / year

**Direct Location:** This position will be located in Fort Benton, MT

**Position Description:**

The Sr. Accountant/Assistant Controller will be an integral part of the IND HEMP team will be a key asset in the future growth of the Company. This role will work closely with the Controller and other team members in the accounting department. This person will be responsible for the day-to-day accounting functions, prepare financial statements and reports and will be tracking the organizations assets, liabilities, profit and loss, and other related financial tasks.

**Primary Functions and Essential Responsibilities:**

- Performs general cost accounting and other related duties in the accounting department.
- Prepares periodic (monthly) balance sheets, income statements, and profit and loss statements.
- Maintains the general ledger with minimal monitoring and training.
- Sets up new G/L accounts as needed, reconciles accounts, and closes the monthly books.
- Reconciles monthly bank and credit card accounts, verifies deposits, and addresses inquiries from banks.
- Reconciles customer accounts and manages accounts receivable collections.
- Verifies payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts.
- Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.



- Files required tax forms with federal, state, and local government agencies. [We are not a reporting entity for tax purposes; however, this person should be able to provide information on an as needed basis to Spectrum regarding the preparation of Julie & Ken's taxes]
- As appropriate, coordinates with accounting software vendor (Netsuite) to maintain accounting software system; recommends updates to enhance the accounting software.
- Performs other related duties as assigned.

**Qualifications:**

**Education/Certification:**

- Bachelor's degree in Accounting and at least 4-7 years in an accounting role.
- Experience in a Corporate Accounting role and understanding of a food processing or manufacturing a plus.
- CPA a plus.
- MBA or advanced degree a plus.
- Experience with manufacturing cost accounting a plus.

**Required Knowledge, Skills and Abilities:**

- Extensive knowledge of general financial accounting and cost accounting.
- Highly proficient with accounting software. (Experience working with QBO and ERP platforms (Netsuite preferred)).
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite or similar software.
- Ability to interact at all levels.
- Excellent verbal and written communication skills.
- Ability to work on multiple projects simultaneously and prioritize and deliver results within short/tight deadlines and with high precision.
- Ability to think creatively, highly driven, and self-motivated with a demonstrated ability to work independently.
- Demonstrated ability to roll-up sleeves and work with team members in a hands-on capacity.
- High attention to detail with excellent analytical skills.
- Command of Generally Accepted Accounting Principles (US GAAP).
- Exceptional skills in MS Word and PowerPoint a must. Also requires expert Excel skills, with ability to comfortably use pivot tables, macros, and importing / manipulating data.

IND HEMP, LLC, a Delaware public benefit company, is an EOE for minorities, females, protected veterans, and individuals with disabilities. This position offers a complete benefit package, including 401k, health, dental and vision insurance. IND HEMP requires successful completion of a pre-employment drug screen and background check.