

Manager Approval: _____
Date Signed: _____
HR Approval: _____

JOB DESCRIPTION

Job Title:	Fruit Accounting Clerk
Division:	Ranch
Reports to:	Ag Controller
FLSA Status:	Hourly
Last Revised:	10/25/2021

JOB PURPOSE:

The primary function of the Fruit Accounting Clerk is to perform accounting duties to ensure that all fruit sales are entered into Citrus Pro to record boxes and solids from each grove, pay contractors for roadside and hauling processing plants. Provide accurate information for tracking each sales contract and various other duties.

ESSENTIAL FUNCTIONS:

- Responsible to acquire, learn and practice all LBI Safe Operating Procedures (SOPs) and comply with these standards as well as safety regulations pertinent to the department and job functions.
- Sort and number field tickets by trailer number.
- Audit all field tickets to be sure they match the contractors load out sheets daily.
- Download ticket information into Citrus Pro or enter tickets manually if necessary.
- Edit every ticket downloaded for complete accurate information, errors, and multiple blocks.
- Download and print USDA certificates from Citra Net and copy test information by processors to set up Excel worksheets.
- Create and edit information on worksheets.
- Enter all USDA certificate test information into Citrus Pro and audit to be sure they balance.
- Track boxes and solids out of each grove.
- Track boxes and solids out of each grove going to each sales contract.
- Track sales contracts accounts receivable and verify payment for each load associated with each contract.
- Setup the new season in Citrus Pro for the harvesting fruit season.
- Setup the contractors in Citrus Pro for the new season, enter the fruit estimates for the new season and enter the new fruit contracts.

OTHER DUTIES (list below, if applicable):

- Enter Accounts Payable bathes daily and weekly into Great Plains.
- Post Accounts Payable batches and file open invoices.
- Scan paid invoices and check copies, then file.
- Track fuel usage monthly for intercompany billing for LCD.
- Track fuel used in grove for fuel rebates filed quarterly to make sure we are recording fuel for grove use only.
- Provide backup to keep up various excel spreadsheets updated weekly and to extract, reformat and edit estimate vs. actual reports, then email to recipients.

QUALIFICATIONS:

- A. **Certificates, licenses, and registrations:** Valid driver’s license with insurability.
- B. **Knowledge/Skills:**
 - Data Processing
 - QuickBooks
 - Microsoft Office Suite
- C. **Education/Experience:** High School Diploma or 3 years experience in accounting preferred.

The characteristics described above 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. Management has the right to assign or reassign the description to this job at any time. Page 1 of 2

- D. **Physical Demands & Work Environment:** Regularly required to stand or sit for prolonged periods of time. The individual must be able to effectively communicate and hear. Will be occasionally required to reach above shoulder level, step up on a small ladder or stool, walk on uneven surfaces, stoop, and kneel. Specific vision abilities required by this job include close, distance and peripheral vision. Will occasionally require to lift up to 20 pounds.
- E. **Other:** N/A.

JOB DESCRIPTION ACKNOWLEDGEMENT:

I have received, reviewed, and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential function described therein, under all conditions as described.

Employee: Print Name

Employee: Signature

[COPY TO EMPLOYEE AND RETAIN IN PERSONNEL FILE]