



Peri & Sons Farms, Inc.
Peri & Sons Farms of California, LLC
David Peri Family Farms LLC
Prime West Construction LLC
Nevada Fresh Pak LLC

Peri & Sons Farms is seeking an Accounts Payable Clerk

Peri & Sons is a family owned, agricultural company with a collective goal of creating happiness and personal fulfillment by making sure that our employees and their families feel a sense of caring and connection to the entire operation.

Position Title: Accounts Payable Clerk

Position Summary:

As Accounts Payable Clerk you will be responsible for professional interaction and collaboration with the accounting team, management, co-workers and vendors. Accounts payable tasks include, but are not limited to:

- Entering invoices into accounting software
- Reviewing general ledger coding for all invoices to ensure proper cost codes are assigned
- Preparing weekly cash requirement reports for management
- Auditing vouchers for appropriate documentation and approval
- Running cost accounting activity reports
- Reconciling vendor statements and follow up with vendor inquiries
- Maintaining a high level of accuracy

Job Qualifications:

- Bachelor degree in Accounting or similar is preferred, but not required.
- Knowledge in the preparation and control of Excel spreadsheets
- Experience in cost management and reporting
- Willingness to learn new areas of expertise required to perform duties

This position is full-time salary position. We offer rich medical, dental, vision, life and prescription drug coverage to eligible employees after completion of a 90-day introductory period. Company 401(k) is offered after completing eligibility requirements. Drug testing is a requirement of the position. As a condition of employment each employee must comply with the company's Drug Free Workplace Policy.

We are a family owned company that takes pride in our employee/employer relationships. We consider our employees are most valuable asset and foster growth and employee development as part of our company culture.

Peri & Sons Farms provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation or genetics. In addition to federal law requirements, Peri & Sons Farms complies with applicable state and local laws.

Qualified applicants should submit their resume to us via email to jangle@periandsons.com online at <http://periandsons.com/careers.php> or apply in person at 102 N. McLeod Street, Yerington, NV 89447