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Accounting Specialist Position Description

July 2025

Position Description: The Accounting Specialist of Saunders Brothers assists the Controller and Director of Finance to maximize return on financial assets by accurately executing financial policies, procedures, controls and reporting systems. Saunders Brothers is a wholesale nursery and orchard operation in central Virginia. If you've dreamed of working in a family atmosphere where integrity, honesty, and passion are core values, come join our team!

Requirements and Duties would include the following:

- Understanding processes of AR and AP to assist in all aspects of these roles.
- Understanding inventory costing and tracking.
- Track fixed assets and appropriately insure and license.
- Assist with aspects of purchasing department processes and workflows.
- General understanding of payroll and associated taxes.
- Process and reconcile miscellaneous tax returns and transactions (sales and use, meals, IFTA).
- Reconciliation of general ledger accounts to ensure accuracy and identify discrepancies.
- Assist in assuring safe, accurate, and timely recording of all transactions.
- Preparing documents and supporting information for internal and external audits.
- Adhering to relevant accounting principles, regulations and company policies.
- Perform other duties as assigned by the Controller and Director of Finance.

Qualifications:

- Minimum of 2-year associate's degree in business, accounting, or finance from a two- or four-year college or university
 - Or a minimum of 4 years of bookkeeping or office work experience.
 - Or an appropriate combination of education and experience outlined above.
- Must have excellent math, computer and problem-solving skills.
- Must be able to maintain and manage existing policies and procedures with accuracy.
- Must have a workable knowledge and skills of financial and office software.
- Must have an understanding or willingness to learn Saunders Brothers corporate financial procedures.
- Must be able to establish work priorities and to work independently.
- Must have excellent communication skills (verbal and written) and have the ability to work effectively with other staff members and management.

Supervisor: This position will answer directly to the Controller of Saunders Brothers, Inc.

Pay and Benefits: We offer a competitive rate (commensurate with qualifications), health, vision, and dental insurance, vacation package, short-term disability insurance, 401k package (eligible after 1 year of employment), and employee pricing on plants and farm market items. We also offer professional training and staff development opportunities for staff.

Work Time and Hours: Normal working hours are Monday through Friday 8 AM to 5 PM with an hour for lunch. The individual must be willing to work additional hours and very occasional Saturdays as workload dictates. This is a 40-hour per week, full-time, year-round position. Vacation must be approved in advance.

Drug Testing and Background Checks: Saunders Brothers is committed to providing a drug-free and safe workplace. Therefore, this individual will be subject to random drug testing, reasonable suspicion testing, and will be subject to post-accident testing. In addition, the applicant will be subject to a background check.

Information and Application: Saunders Brothers Inc. is comfortably situated on the sunrise side of the Blue Ridge Mountains. Located less than 1 hour from the renowned University of Virginia medical center and Liberty University, Nelson County has numerous opportunities for hiking, biking, fishing, and skiing. Company perks include discounts at our retail Farm Market that include seasonal fruit from our orchards, family-raised meats and wholesale pricing on plants grown on our farm.

Contact our Human Resources Department at jobs@saundersbrothers.com. The job description may be seen at www.saundersbrothers.com and the application can be downloaded or completed on our website. Application must be submitted with resume to be considered.

Start Date: As soon as a qualified applicant is identified with a successful background check.

Saunders Brothers Core Values

Faith- Our Core Values and business practices are directed by our Christian faith.

Integrity- Honesty and truthfulness are foundational to our business and we seek to do what is morally and ethically right.

Passion- We strive to enthusiastically share our love for Agriculture by connecting people with plants, fruit, and the farm.

Family- The Saunders Brothers' Family includes and fosters many diverse families, generations, races, religions, and nationalities.

Business Purpose

To make a profit doing something we love.

To have a positive impact on our employees, customers, suppliers, community, and environment.

To provide a productive, nurturing, and fulfilling environment for our team.

Strategy

To be a premier supplier of superb-quality plant material for garden centers, landscapers, and public gardens throughout the Eastern United States.

To be a premier supplier of extraordinary fruit to the people of the Mid-Atlantic area.