



PA Options for Wellness is an Equal Opportunity Employer. We believe in providing employment for all qualified applicants without regard to race, color, religion, gender, sexual orientation, age, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Our mission, through our clinical research partnerships, is to be Pennsylvania's preferred provider of medical marijuana to qualified and approved patients by providing the highest quality products, with the greatest service, in a dignified and professional manner.

Our employees enjoy a fast-paced, business casual work environment, along with opportunities for development, and the challenge to make a difference.

Staff Accountant

Full time (exempt)

Under the direction of the Accounting Manager, the Staff Accountant will oversee the accounts payable and receivable functions for all operating units and provide accounting as well as inventory support. This position will maintain financial records ensuring transactions are properly recorded and reconciled to the general ledger while preparing balance sheets, profit and loss statements, and other financial reports. The Staff Accountant is a key member of the Finance team providing support to the Accounting Manager as well as the Chief Financial Officer.

This position will be located at our corporate office in Harrisburg.

Key responsibilities include:

Essential duties and responsibilities

- Participate in the monthly accounting close, including reconciliation of balance sheet accounts, expense analysis of P&L accounts, and preparation of supported journal entries.
- Assist in documenting accounting policies/procedures to ensure financial transactions are in accordance with GAAP.
- Support the company's quarterly financial forecast and annual planning processes.
- Record and maintain fixed assets and intangibles.
- Record dispensary and wholesale revenue; apply payments for accounts receivable across appropriate line of business.
- Daily reconciliation of corporate bank account.
- Research cash variances/discrepancies and escalate to leadership.
- Enter and code vendor invoices, ensuring invoices are valid, approved and properly coded.
- Complete and submit weekly check runs and schedule ACH payments for approval.
- Respond to vendor and customer inquiries and reconcile discrepancies.
- Maintain an accurate filing system of inventory adjustments; assist with cycle-counts and non-medicated inventories.
- Partner with team members to monitor inventory value and cost of goods sold
- Provide purchasing planning and control by collecting, analyzing, and summarizing data and trends.
- In collaboration with Dispensary, Grow, and Process Operations team members, foster and develop positive, long-term relationships with suppliers/vendors

Non-essential duties and responsibilities

- Answer accounting and financial inquiries by researching and interpreting data; escalate if needed.
- Partner with company departments and external partners as needed.
- Support ad-hoc activities, special projects, reporting requirements, and other functions as needed.

The successful candidate will possess:

- Bachelor's degree in Accounting, Finance, Business, or a related field.
- Comparable combination of skills and experience.
- One to three years' experience with general ledger accounting, month/year-end financial close processes, and account reconciliation.
- Demonstrated understanding of US GAAP and operational accounting/financial reporting processes.
- One to three years' experience with accounting software; Sage | Intacct preferred.
- Prior experience in the medical cannabis industry including experience with LeafTrade, MJ Freeway, Domo, and Dutchie.

HOW TO APPLY

For more information and a full job description visit <https://paofw.com/career-page/>. Applicants should send a resume and cover letter outlining how they meet the position requirements to careers@paofw.com. This position will remain open until filled.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note the selected candidate must be at least 18 years of age with no felony convictions and will be required to submit to an extensive background investigation, fingerprinting, and a pre-employment drug screening.