



July 2026

DIRECTOR OF ACCOUNTING

DEPARTMENT: Accounting

REPORTS TO: President

CLASSIFICATION: Regular – 12-month, exempt, at-will

LOCATION: Visalia, California

SUMMARY

The Citrus Research Board (CRB) is a grower-funded California marketing order operating under the authority of the California Department of Food and Agriculture. The CRB's mission is to ensure a sustainable California citrus industry for the benefit of growers by prioritizing, investing, and promoting sound science.

The Director of Accounting will classify and record financial transactions and ensure the integrity of the General Ledger. This position will oversee the organization's financial data management and reporting to ensure compliance with all standard financial procedures.

ESSENTIAL JOB DUTIES

- Provide strategic recommendations and fiscal status reports to the President.
- Manage internal controls for compliance with federal and state laws or regulations.
- Manage the Payroll, Accounts Receivable, and Accounts Payable processes.
- Review financial transactions for integrity; evaluate processes for quality assurance.
- Supervise and direct the work of Accounting Staff; perform Human Resources functions.
- Reconcile bank statements and bookkeeping ledgers.
- Generate the financial reports for quarterly finance committee meetings, Board meetings, and the annual audit.
- File and remit tax reports and other financial obligations.
- Initiate and manage financial and accounting software.



QUALIFICATIONS

- Five years of experience required in an Accountant or Fiscal Management role.
- A bachelor's degree in accounting, finance, or a related field is preferred.
- Knowledge of accounting rules and adherence to Generally Accepted Accounting Principles (GAAP).
- Knowledge of Grants and Contracts management.
- Proficiency in Microsoft Office Suite and QuickBooks.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to demonstrate sound judgment and exemplary financial integrity.

This position offers a competitive salary, plus an Employee Benefits Package.

EXPERIENCE AND EDUCATION

Bachelor's degree plus five years of experience in a similar role required. Must have experience using QuickBooks, Microsoft Excel, Word, and Outlook.

SPECIAL REQUIREMENTS

Work Environment

This job operates in a clerical office setting. This role routinely uses standard office equipment, including computers, phones, photocopiers, filing cabinets, and fax machines.

Physical Demands

This is a largely sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets, and bend or stand on a stool as necessary

EOE STATEMENT

Citrus Research Board is an equal opportunity employer and will not discriminate against any applicant on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state or local laws.