



The Yerba mate co.

A SUBSIDIARY OF GUAYAKI SUSTAINABLE RAINFOREST PRODUCTS, INC.

JOB DESCRIPTION

JOB TITLE: Asset Analyst

DEPARTMENT: Accounting/Finance

REPORTS TO: Assistant Controller

Summary: Maintains accounting for Guayaki Yerba Mate's fleet and warehouse assets. Additional responsibilities include ongoing expense tracking and invoice approval. Works with both the logistics team and operations team to plan, maintain and improve the accounting and budgetary requirements.

Responsibilities: The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

- Maintains, updates and oversees expenses related to certain assets
- Reviews and approves all invoices related to lease payments
- Works with fleet and logistics teams to maintain fleet records
- Works with operations to maintain warehouse/storage records
- Assists with account reconciliations as needed
- Responsible for monthly/yearly projections and variances of actual to budget

Qualifications:

- Proficiency in Microsoft Office
- Expertise in Excel
- Excellent communication and writing skills
- Proficient with reconciliations
- Well organized
- Concur and NetSuite knowledge a plus

Physical Requirements: While performing the duties of this job, the employee is frequently required to do the following:

- May sit or stand to complete work at a computer for many hours during the day
- Perform some repetitive motion activities
- Coordinate multiple tasks simultaneously

Guayaki and The Yerba Mate Co. are committed to equitable prosperity and dignity for all people. We value a diverse workforce and believe it enhances our culture while fostering better decision making. We recruit, train, compensate and promote regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law.