

Company: Treeworks

Location: Northampton, MA

Type: Full-time

Work Model: In-office / Hybrid (depending on business needs)

About Treeworks

Treeworks is a High Times Cannabis Cup winning, premium cannabis brand based in the state of Massachusetts. We are a rapidly growing, locally owned company with products on over 200 dispensary shelves in Massachusetts, across 5 different product categories. In 2025, Treeworks expanded through licensing deals to sell products in both the New Jersey and Connecticut markets.

Treeworks' prioritizes applicants who live in the towns determined as areas of disproportionate impact by the Massachusetts Cannabis Control Commission. Specifically targeting Holyoke, Springfield, Greenfield, Amherst and West Springfield. We are also seeking to hire minorities, persons with disabilities, women, members of the LGBTQ community, as well as individuals that have a drug-related CORI but are otherwise legally employable in a cannabis-related enterprise.

About the Role

Treeworks is a cannabis manufacturer in Massachusetts seeking a detail-oriented **Staff Accountant** with strong **Accounts Payable (AP)** and **Accounts Receivable (AR)** skills. This role supports day-to-day accounting operations and partners closely with the team to maintain accurate records, timely processing, and clean reconciliations. This position will report to the on site Accounting Manager.

What You'll Do

Accounts Payable

- Process vendor invoices, ensure proper coding/approvals, and maintain organized documentation in a timely manner
- Verifying vendor accounts, paying vendors, and resolving purchase order, invoice, or payment discrepancies
- Prepare payment runs (ACH/check) and respond to vendor inquiries
- Maintain vendor files and support W-9 collection and year-end documentation (as applicable)
- Maintain accounts payable for separate entities, cost centers and vendors

Accounts Receivable

- Support invoicing, payment posting, and customer account maintenance

- Assist with collections follow-up and resolve billing/payment discrepancies
- Help ensure AR aging is accurate and current

General Accounting Support

- Reconcile AP/AR activity to the general ledger and help resolve variances
- Assist with month-end close support tasks (basic journal entries, schedules, reconciliations)
- Maintain accurate records and support internal controls and process improvements
- Collaborate across teams in a fast-moving, regulated environment

What We're Looking For

Required

- Strong attention to detail and follow-through; comfortable working with deadlines
- Solid understanding of **accrual-based accounting** fundamentals
- **QuickBooks Online (QBO)** experience (or strong comparable accounting software experience)
- Proficiency in **Excel** and comfort using **Google Workspace** and Microsoft tools
- Bachelor's or an associate degree in accounting, finance, or related preferred, High School diploma required.
- At least 2 years' experience working in Accounts Payable or Receivables for a medium to large size company
- Great time management and organizational skills
- Experience communicating with both internal and external parties

QuickBooks Certification

- **Basic QBO certification** is expected and required upon employment
- **Advanced certification** is a plus

Preferred

- Experience in cannabis or exposure to software such as **METRC, Distru, Flourish, LeafLink, or Apex**
- Comfort adapting to shifting priorities and “frequent pivots”

Work Environment

- Collaborative team setting with strong operational pace
- Hybrid in office/remote schedule, minimum 3 days in office
- Opportunity to grow with a team active in the Massachusetts cannabis market

Compensation & Benefits

- **\$25–\$35/hour**, depending on experience and qualifications
- Health, Dental & Vision Insurance, FSA, DCFSA, Generous PTO Package
- Career growth opportunity in a fast-moving Massachusetts industry

Compliance Requirements

Employment is contingent upon meeting all applicable **state and federal requirements** for working in the cannabis industry, which may include **minimum age** and **background checks**.

Equal Opportunity Employer

Treeworks (and recruiting partners, as applicable) is an equal opportunity employer. We welcome applicants from diverse backgrounds and prohibit discrimination or harassment based on race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, or any other protected characteristic under applicable law. Reasonable accommodations are available for qualified individuals.