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HERSHEY TRUST COMPANY

POSITION DESCRIPTION

Position: Accountant I
Date: August 2026
Reports To: Executive Director, Controller

The Hershey Trust Company (“HTC”) helps to advance the legacy and vision of Milton and Catherine Hershey in perpetuity through excellence in asset management and trust administration. HTC’s mission is to enable the Milton Hershey School Trust, The M.S. Hershey Foundation and the Hershey Cemetery Perpetual Care Trust to achieve their long-term goals, by serving with excellence as their Trustee and asset manager. As a trusted and valued partner, we work collaboratively among the group of Hershey entities who collectively preserve and advance the Hershey legacy.

General Position Summary:

The Accountant I, under the direction of the Executive Director, Controller, is primarily responsible for performing the accounts payable and general ledger posting functions of the Hershey entities managed by HTC. The position will follow established internal controls, accounting policies, and procedures in the execution of assigned responsibilities.

Principal Accountabilities:

- Process vendor invoices and expense reimbursements for payment for HTC and related Hershey entities.
- Maintain the accounts payable email inbox including invoice intake, routing, and response to vendor inquiries.
- Prepare daily general ledger journal entries for the Milton Hershey School Trust and M.S. Hershey Foundation investment activity by leveraging an integration file that converts the raw data from our custodian of record into a readable format for our core accounting software.
- Prepare daily and periodic general ledger journal entries for the banking activity and remaining investment activity of the Hershey entities.
- Research and resolve accounts payable discrepancies (e.g., invoice disputes, payment disputes, system exceptions) in coordination with the vendors.
- Prepare annual 1099 filing.
- Assist in the preparation of periodic state regulatory filings.
- Prepare reconciliations and supporting schedules.
- Provides such other services as the Board may direct.

Minimum Qualifications:

All employees are expected to demonstrate our Core Values of **Teamwork, Integrity, Respect,**

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Impact through their words and their actions. In addition, this role requires a broad base of business knowledge and subject matter expertise, typically acquired through a combination of education, certification, and prior work experience, as follows:

Education and Experience

- Associate or bachelor's degree in accounting required.
- 1-3 years of experience preferred.
- Experience using general accounting software applications preferred.
- Experience with Microsoft Business Central, MFiles, & Yardi Voyager a plus.

Certifications/Designations

- Accounts Payable Specialist certification preferred.

Work Location

- This is a hybrid position with the expectation of being in the office in Hershey, PA two or more days per week (Tuesday, Wednesday, Thursday).

Knowledge, Abilities, and Skills:

- High degree of accuracy and attention to detail.
- Excellence in customer service.
- Basic understanding of investments preferred.
- Basic understanding of general ledger structure and account classifications.
- Exceptional written and verbal skills.
- Effective interpersonal and collaboration skills.
- Ability and willingness to learn new skills.
- Openness to change and ability to embrace new challenges.
- Ability to handle daily functions and periodic projects while meeting deadlines.
- Proficiency in Microsoft Word, Excel, Outlook, and Planner.

FLSA Classification: Non-Exempt

HTC Classification: Full-time

Hershey Trust Company is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.