

JOB DESCRIPTION

Employer Information

Organization Name: Five Star Cooperative

About Our Organization: Five Star Cooperative is an agricultural cooperative providing agricultural products and services to its member owners and customers in Northeast and North central Iowa.

Job Description

Job Title: Accounting Assistant

Hours/Week: 40 hours per week with more hours required as needed

FLSA Status: Non-Exempt

Reports To: Office Supervisor

Job Objective:

Accounting assistant performs all administrative duties in the New Hampton office, including billing, received on accounts, bank reconciliations, online banking daily entries, and reconciling general ledger accounts. Also assists with mailings, answering phone calls, filing, scanning, etc. This position requires providing excellent customer service both in person and on the phone.

This position has a strong emphasis on utilizing accounting skills. Incumbent will be responsible for helping other departments in administrative functions as needed. Applicant may have other duties as assigned by management.

Incumbent maintains office efficiency in a manner that will optimize the cooperative's market share and savings, improve the cooperative's efficiency, help achieve the cooperative's mission and goals, and result in outstanding customer service.

This position will maintain a positive attitude that promotes team work within the accounting department, as well as within the cooperative and upholds a favorable image of Five Star Cooperative at all times.

Qualifications:

Education:

- Associate's Degree in Accounting, Business, or related area
- Experience may be substituted for education

Experience:

- Strong written and verbal communication skills necessary
- Computer skills required – Proficient in Microsoft Word and Excel
- Good customer service skills and approach necessary
- Ag background a plus

License, Certificate, or Registration: Valid driver's license

Basic Skills: Speaking, Writing, Reading Comprehension, Listening, Monitoring, Judgement and Decision Making, Time Management

Job Summary and Primary Duties:

- Performs administrative duties, including billing, accounts receivable, bank reconciliations, general ledger reconciliations
- Provides excellent customer service

- Strong organizational, problem solving, and analytical skills; ability to manage priorities and workflow with acute attention to detail
- Enforce and abide by all cooperative policies
- Enforce and uphold the cooperative's credit policy
- Assists with recordkeeping and filing needs
- Good communication with all employees and customers
- Handles customer complaints smoothly
 - Notifies supervisor of problems
 - Solves problems as quickly as possible, either personally or through communication with the supervisor

Maintenance & Safety:

- Observe OSHA, state, and federal safety regulations
- Maintain clean and neat facilities
- Maintain housekeeping and sanitation standards
- Upholds Five Star's Safety regulations and procedures

Service and Skills:

- Excellent customer service required – Applicant must be neat and approachable
- Commitment to excellence and high standards
- Strong interpersonal skills; proficient in use of Microsoft Excel and Word
- Excellent telephone skills and ability to operate office equipment – Applicant must promptly and courteously answer the phone
- Requires making decisions that affect customers, other employees, Five Star's financial resources, and/or the image and reputation of the organization
- Ability to deal effectively with a diversity of individuals at all organizational levels
- Good judgement with the ability to make timely and sound decisions

Work Context for the Essential Functions of the Job:

- Versatility, flexibility, and willingness to work within constantly changing priorities with enthusiasm
- Ability to work independently and as a team player
- Requires face-to-face and telephone communication with individuals, customers, or teams daily
- Opportunities to make decisions without supervision
- Requires being exact or highly accurate
- Requires repeating the same physical or mental activities
- Requires meeting strict deadlines daily to ensure customer service
- Requires work with external customers or the public
- Responsible for work outcomes and results

Other Duties:

- Check with other departments to see if help is needed before going home
- Works as a team member and maintains a positive attitude that promotes teamwork within the cooperative
- Performs other duties as assigned by management – employee's duties may change according to the changing needs of the company
- Must be able to climb stairs, reach above, below, and at shoulder level

Work Conditions and Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job is performed indoors or outdoors in weather extremes of Northern Iowa. Exposure to dust from feed, grain, or fertilizer products.

Physical Abilities

- **Far Vision**—The ability to see details at a distance.
- **Near Vision**—The ability to see details at close range (within a few feet of the observer).
- **Reaction Time**—The ability to quickly respond (with the hand, finger, foot) to a signal (sound, light, picture) when it appears.
- **Static Strength**—The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- **Response Orientation**—The ability to choose quickly between two or more movements in response to two or more different signals (lights, sounds, pictures). It includes the speed with which the correct response is started with the hand, foot, or other body part.
- **Spatial Orientation**—The ability to know your location in relation to the environment or to know where other objects are in relation to you.
- **Depth Perception**—The ability to judge which of several objects is closer or further away from you, or to judge the distance between you and an object.
- **Extent Flexibility**—The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
- **Multilimb Coordination**—The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- **Manual Dexterity**—The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble or move objects
- **Climbing**—Ability to climb.

Function	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand (depending on day)			X	
Sit (depending on day)				X
Use hands to finger, handle, feel, hold, grasp				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell		X		

Weight	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 lbs				X
Up to 25 lbs				X
Up to 50 lbs		X		
Up to 75 lbs	X			
More than 75 lbs	X			

Disclaimer: This job description indicates the general nature and minimum level of work expected. It is not designed to cover every activity, duty, or responsibility required of the employee. The employee may be asked to perform other duties related to the successful performance of the job.

I, _____, as an Employee of five Star Cooperative, understand the duties and requirements set forth in this job description. The duties of this job description are not all inclusive. They describe the primary function of the job and are not to be considered a detailed description of every job duty. I understand that neither this job description, nor the signing of, creates a binding employee contract and that my employer reserves the right to assign additional duties as necessary.

Employee Signature

Date

Supervisor Signature

Date