

## Feed & Grain Accountant (Full Time)

### **BASIC PURPOSE AND OBJECTIVE:**

To perform feed and grain accounting processes and procedures in a manner that will optimize the United Farmers Cooperative's market share and savings, improve the UFC's efficiency, help achieve the cooperative's mission and goals, and result in outstanding customer service.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

Responsibilities involve performing accounting and customer service functions of the feed and grain department, learning and utilizing software programs used by the company, customer service, upholding the cooperative's credit policy, inventory control, following locational safety and maintenance schedules, and other duties as assigned by the department accounting managers.

The feed and grain accountant will communicate on an ongoing basis with the department accounting managers and will maintain a positive attitude that promotes teamwork within the cooperative and a favorable image of the cooperative and actively work to increase personal skills and knowledge.

#### Uphold cooperative policies

- Ensure that office facilities and office equipment meet all federal, state, and OSHA regulations
- Make credit terms known to all employees and customers, do not charge to COD customers, do not extend credit to customers who have not been approved by the credit manager, do not authorize customer charges that exceed set credit limits and keep all personal accounts current.

#### Service

- Assist feed and grain customers with billing questions and resolve in a timely manner.
- Knowledge and oversight of all available customer grain program options to assist customers in marketing their commodities.
- Communicate any complaints promptly to the feed and/or grain department accounting managers.
- Make arrangements ahead of time for coverage of duties in case of a planned absence, such as vacation, or an unplanned absence, such as illness

#### Primary Duties

- Perform, and reconcile all grain accounting procedures daily.
- Assist with daily feed and grain close out procedures.
- Knowledge of current grain market movements to assist customers with questions.
- Perform daily and monthly grain reconciliation duties.
- Ensure documentation is accurate and recorded in a timely manner with the proper date and time entry.
- Perform daily feed order entry, billing and payables.
- Perform daily customer grain settlements

- Ensure all transactions have been completed and verified prior to month end batch closing.
- Learn available customer grain program options paying close attention to the more complex grain transactions
- Ensure proper record retention and filing for all documents for feed and grain compliance, record keeping and financial audits.

#### Other Duties

The feed and grain accountant will perform any other duties as assigned by the department accounting managers and uphold all cooperative policies and visions.

#### **QUALIFICATIONS:**

- Over 5 years job related work experience.
- Demonstrate strong customer service skills.
- Strong basic understanding of agricultural business.
- Strong work ethic with the ability/ experience in balancing the agricultural working time needs and personal life.
- Proven self-starter with the ability to learn cooperative guidelines and vision for growth.
- Ability to work with software programs that interface with others for proper documentation.
- Willing to continue to learn and ability to adapt to ever-changing agricultural technology.

#### **POSITION OFFERS:**

- Growing cooperative with excellent facilities and updated equipment.
- Competitive compensation with an excellent benefits package.
- Excellent retirement benefits package with pension plan.
- Training available to enhance personal knowledge and job-related skills.

**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 to the successful performance of the job.