

Career Profile:

Office Manager

Office managers within the agricultural industry typically handle administrative and customer service duties within an office setting. The Office Manager at our co-op provides leadership and direction for the administrative staff to fulfill their jobs efficiently.

What Responsibilities Will I Have?

- Supervise office staff, including but not limited to daily operations and division of workload among staff
- Posses accounting skills for daily use to understand, perform, and assist as a backup role for all grain, IT, Payroll, and AP duties performed in the administration and accounting department
- Handle government reporting such as 1099's W-2's, Air Quality Reports as well as any other reporting
- Manage technology needs like software updates, virus protection, etc.
- Prepare bookkeeping packets and provide accounting reports as needed by management
- Manage data entry and inventory
- Manage accounts payables and setup new accounts
- Process general administrative expenses
- Provide support to location, department, and general managers and controller
- Maintain office organization
- Track and identify document storage and tracking to meet the requirements of government and accounting institutes
- Develop and Maintain job descriptions and performance reviews

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Progressive Ag Center, LLC

What Education & Training is Needed?

Associates Degree in accounting or business management or several years of experience

What High School Courses Are Recommended...

Agricultural Education, mathematics, business, personal finance, and computer courses

Typical Employers

Co-ops, small to large scale agricultural companies, farms, government agencies, mills, universities

Other Titles

Office Administrator, Grain Accountant, Inventory Specialist, Customer Service Representative, Accounts Specialist, Human Resource Manager