

Office Manager

Office managers within the agricultural industry typically handle customer service and administrative duties within an office setting. The office manager provides leadership and direction for the administrative and office 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
- Possess accounting skills for daily use to understand, perform, and assist as a backup role for all grain, human resources, 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.; work closely with IT departments to ensure technology is working as expected
- 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; maintain office morale
- Track and identify document storage and tracking to meet the requirements of government and accounting institutes
- Develops and maintains job descriptions and performance reviews
- Reports to company leadership and general management
- Communicates with all teams to ensure reliable coverage and productivity

What education and training is necessary?

An associates degree in accounting or business management, or several years of experience is necessary to become an office manager.

What high school courses are recommended?

Agriculture education, mathematics, business, personal finance, English, communications, and computer courses

Who are typical employers in agriculture?

Cooperatives, small to large scale agricultural companies, farms, government agencies, mills, and universities

Other Titles and Roles:

Office administrator, grain accountant, inventory specialist, customer service rep, accounts specialist, human resources manager