



"Working with you"

Job Title: Inventory Received/Accounts Payable Specialist **Posting ID# 1083120**
Reports To: Administrative Manager
Location: Stewartville, MN
Hiring Manager: Cheryl Simpson (507) 533-4222 csimpson@allamericancoop.com

The inventory received/accounts payable specialist is responsible for processing bill-of-ladings and vendor invoices in accordance with company policy and procedure and standard accounting practices. This position will also handle account set-up and other customer service duties.

Essential Functions:

- Review bills-of-lading and match to purchase orders or contracts; enter inventory received
- Review all invoices for appropriate documentation and approval prior to payment
- Match invoices to bills-of-lading and/or purchase orders
- Prioritize invoices according to cash discount potential and payment terms
- Schedule, process and distribute vendor checks
- Reconcile vendor statements, research and correct discrepancies
- Reconcile inventory received to general ledger
- Perform 1099 maintenance and reporting functions
- Respond to vendor inquiries
- Enter new customer accounts into accounting software and process account set-up and maintenance documentation (credit applications, credit references, ST3, W9, consent forms)
- Process payment requests for customers on milk assignments
- Draft and send credit letters to past due accounts per direction of general manager and department managers
- Assist with answering main phone line and assist caller or direct caller to desired staff member
- Assist with customer mailings (statements, notices, patronage/equity checks, etc) as needed
- Perform other duties as assigned.

Requirements:

- 2 year degree in Accounting or 2 years of experience in the Accounting field
- Detail oriented, well organized
- Excellent communication skills and phone etiquette
- Respect customer, business and employee confidentiality
- Proficient in Excel and Word; experience with IBM I-series and/or AgVantage software a plus
- Knowledge of agronomy and livestock products and services preferred

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as directed to meet the ongoing needs of the organization.