



"Working with you"

Job Title: Accounts Payable & Office Administrator **Posting ID#:** 1030421
Reports To: Administrative Manager
Location: Stewartville, MN
Hiring Manager: Cheryl Simpson, (507) 533-4222, csimpson@allamericancoop.com

The Accounts Payable and Office Administrator is responsible for inventory and accounts payable processes accordance with company policy and procedure and standard accounting practices. This position will also handle new customer account set-up and provide leadership to other administrative department employees.

Essential Functions:

- Review bills-of-lading and match to purchase orders or contracts; enter inventory received
- Match invoices to bills-of-lading and/or purchase orders, review invoices for necessary information and route for approval from department managers
- Prioritize invoices according to cash discount potential and payment terms, process and distribute vendor payments
- Reconcile vendor statements, research and correct discrepancies; reconcile inventory to general ledger
- Perform 1099 maintenance and reporting functions; ensuring necessary information is gathered from all vendors
- 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)
- Become proficient in covering administrative duties in payroll, accounts receivable, grain accounting and product billing to fill in as season and work load dictate
- 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
- Have experience and knowledge of best practices, laws and regulations regarding accounts payable, accounts receivable and sales tax
- Have experience or understanding of payroll and tax reporting procedures, laws and requirements
- 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 grain, agronomy and livestock products and services preferred
- Ability to work seasonal overtime hours during spring and fall season

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.