

Position Objective:

To maintain the grain division accounts and contracts in an efficient manner that will optimize the cooperative's market share and savings, improve the cooperative's efficiency, help achieve the cooperative's mission and goals, and result in outstanding customer service.

Position Responsibilities:

The grain accountant's responsibilities involve recordkeeping, communications, clerical tasks, and other duties as assigned by management.

The grain accountant will maintain a positive attitude that promotes team work within the cooperative and a favorable image of the cooperative.

Recordkeeping:

Recordkeeping involves recording all sales, purchasing, and preparing daily reports for the grain department.

Maintain Grain Records:

- Quote Sales
- Contracts made, sign and return
- Perform Data Entry for grain accounting
- Process settlements
- Added duties as necessary

Feed Department:

- Take feed orders from customers and put in feed schedule.
- Counter Sales for walk-in customers.
- Work closely with Office Manager and Feed Department Manager.
- Send formulas back from Feed Mill Manager to Repete automation.
- Help with feed inventory.
- Back up lead front-counter person.
- Perform Data Entry for Feed.

Maintain purchase records:

- Understand HMS (Hedge Management System), all functions and reports
- Be able to hedge grain
- Navigate through grain offer worksheets in HMS

Communications:

Communications involves handling customer calls, inquiries, and orders.

- Answer the telephone in a courteous and professional manner with no complaints
- Route telephone calls to the appropriate person
- Properly record customer orders and communicate the order to the appropriate salesperson
- Greet customers in a friendly and courteous manner

Clerical Tasks:

- File all sales receipts as needed
- Handle correspondence, filing, and miscellaneous clerical work as time permits or as assigned
- Inform your supervisor when office supplies need to be reordered
- Maintain office equipment and keep work area neat and clean
- Recommend new office and bookkeeping procedures as necessary to achieve maximum efficiency
- Assist at counter when needed

Initiative:

Begins assignments without direction and recognizes the best way of accomplishing tasks

Motivation:

- Understands the requirements for the job
- Takes advantage of educational opportunities to help achieve maximum efficiency
- Begins assignments without direction and recognizes the best way to accomplish tasks

Problem Solving:

Problem-solving is a mental process that involves discovering, analyzing and solving problems with the ultimate goal of overcoming obstacles

Personal Adaptability:

Personal adaptability is the willingness and ability to positively transform him or herself in response to changes in their environment.

- Demonstrates self confidence in handling work challenges
- Demonstrates flexibility, adaptability and integrity when facing frustration or adversity

Technical Knowledge:

Technical knowledge is a detailed understanding of anything that can be applied or reasoned with in any shape or form for any issues or applications

- Understands thoroughly technical fundamentals of the job
- Stays informed of technical developments
- Understands company practices and techniques
- Recognizes the significance of technology specific to the cooperative

Other Duties:

The grain accountant will uphold cooperative policies, perform other duties as assigned by management, and will enforce and uphold the cooperative's credit policy.

Enforce and uphold the cooperative's credit policy:

- Make credit terms known to all employees and customers
- Do not charge to customers on COD
- 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
- Keep all personal accounts current