

Primary Duties and Responsibilities:

- I. General Duties – including, but not be limited to the following
 - A. Main Office Accounting procedures with Oakland software
 - 1. Month end close and monthly financial statements
 - 1. Reconcile sub-ledgers to the General Ledger
 - 2. Oversee accounts payables
 - 1. Expense control and identify efficiencies
 - 3. Payroll and Sales Tax reporting
 - 1. Bi-weekly payroll and monthly sales tax reporting
 - 4. Oversee billing of Agronomy sales (fertilizer, chemicals and seed)
 - 5. Grain – daily and monthly grain close (assist in settling and merchandising)
 - 6. Monthly Inventory reconciliation and valuations
 - B. Total Company budgeting and departmental profitability
 - 1. Attend monthly Board meetings to present financials
 - 1. Prepare Diligent packet for the Board meeting
 - 2. Assist with budgets and Profit/Loss
 - 1. Internal audits or special project feasibility studies
 - C. Payroll and related employee benefits (process Bi-weekly)
 - 1. Oversee Human Resources
 - D. Strong communication skills with other departments and locations
 - 1. Highest level customer service and relationship building
 - E. Other duties as assigned by the General Manager
- II. Certification
 - A. CPA Certification encouraged
 - B. Excellent computer skills and proficient in Word, Excel, Power Point
- III. Dependability - Positive attitude – Communication – Teamwork – Confidentiality
- IV. Other Duties
 - A. May be required to work at all North Iowa Cooperative locations or departments
 - B. Perform other duties not listed in this description as required by management.