



## **Scott Cooperative Association**

### **Grain Bookkeeper at Marienthal Elevator**

Scott Cooperative is currently accepting applications for a Grain Bookkeeper at the Marienthal Elevator. A successful candidate should work well with others, display excellent customer service, exhibit sufficient computer technology skills, and have a willingness to learn.

#### **Duties**

Duties of this position include writing deferred and purchase contracts, buying cash grain, making grain settlements (with special attention to commodity, bushels, and price), being accountable for grain purchases and checks written at location, recording and paying out in a timely manner, and resolving customer complaints that involve grain settling. Other duties of this position include assisting with scale operation for all inbound and outbound trucks, assisting with record retention, and performing other duties as assigned.

#### **Qualifications**

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. High school diploma and/or six months to one-year related experience and/or training; or equivalent combination of education and experience. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume is imperative.

#### **Company Overview**

Scott Cooperative specializes in grain handling and marketing, agronomy services including fertilizer, chemical, seed as well as feed and petroleum. The cooperative has branch locations located in Scott City, Marienthal, Shallow Water, Grigston, Manning, Modoc, Pence, and Selkirk, Kansas. Please visit [www.scottcoop.com](http://www.scottcoop.com) for more information.

Scott Cooperative offers competitive wages and a benefits package.

#### **Application for Employment**

Candidates may find an application for employment at [www.scottcoop.com](http://www.scottcoop.com) by clicking on the green EMPLOYMENT button. Applications for employment and resumes may be emailed to [whitney@scottcoop.com](mailto:whitney@scottcoop.com).

Scott Cooperative Association is an equal opportunity employer.