

Randall Farmers' Cooperative Union
Agriculture Accountant

Job Title: Agriculture Accountant

Department: ALL

Reports to: General Manager

FLSA Status: Non-Exempt

Preparation Date: May 6, 2022

SUMMARY OF POSITION:

This position is responsible for grain-related customer service, agronomy accounting, monthly bank and credit card reconciliations, payroll & benefits administration, and marketing for the cooperative. This position average 40-45 hours per week with seasonal evenings and weekends required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Includes the following and other duties may be assigned.)

- Prepares daily cash deposits for elevator, station, and mercantile and others when needed.
- Enters inventory for Jewell locations. Monitors pricing to keep accurate margin. Enters Merc ACH invoices into GL.
- Accurately bills fertilizer and chemical work orders daily to keep perpetual inventory as up to date as possible. Bills fertilizer splits appropriately. Verifies accuracy of account names and billing amounts.
- Reconciles bank and credit card statement monthly. Makes the appropriate general ledger entries.
- Enters monthly coop credit card statement to appropriate expense accounts.
- Balances loan and prepay accounts monthly (fert, chem, seed).
- Completes monthly mercantile inventory reconciliation.
- Is the Scale Weighmaster: weighs and probes trucks, weighs grain samples and measures moisture. Weighs inbound and outbound fertilizer and NH3 tanks.
- Operates grain accounting software, one weigh scale interface, and process grain checks. Checks tickets for producers and runs the appropriate reports.
- Operates agronomy software for paperless billing and reporting requirements. Maintains relationship with software provider for assistance when needed.
- Enters agronomy contracts and balances for accuracy monthly
- Enters retail program data for BASF/Corteva and follows other chemical companies program reporting requirements for rebates.
- Implements the Cooperative Finance Association program. Confidentially signs up producers with financing and submits CFA payments weekly in season for our CFA producer accounts.
- Maintains electronic timekeeping system. Completes payroll bi-weekly confidentially. Figures time sheets, pays taxes, and retirement.
- Completes quarterly and annual payroll reports, tax returns, unemployment returns, and submits to government.
- Completes employee W-2 and annual benefit statements individually. Maintains all proper H2A documentation.
- Provides paperwork to all new hires, enrolls them in benefits package, and enters into system.
- Administers benefit programs and claims. Enrolls new hires and implements new changes during open enrollment period. Distributes benefits information to employees in timely manner and submits all reports for benefits as requested.
- Maintain the company website. Creates relevant and professional content for the website, schedules facebook posts, and creates a professional monthly flyer. Coordinates content creation across all departments and creates promotions approved by the GM.
- Responsible for assisting with meeting and event preparation.
- Assists with annual audit by preparing documentation and working with auditors as needed

- Serves customers by providing excellent customer service by managing difficult or emotional situations, responding promptly and courteously to customer needs, questions, complaints, and meeting commitments.
- Effectively communicates by verbal and written means with customers, employees, and management
- Understand and complies with state and federal regulations
- Presents a clean and professional appearance.
- Employee is required to perform all other duties as assigned. Completes all special projects delegated by specified timeframe.

SUPERVISORY RESPONSIBILITIES:

This position does not have any supervisory responsibilities.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

DISCLAIMER

This job description indicates the general nature and level of work expected. It is not designed to cover every activity, duty or responsibility required of the employee.

I agree that I can perform the job as stated above and am able to work in these conditions.

Signature

Date