



FCA/Vision Ag - Front Desk/Accounting

Position Summary

Responsible for accounting support as well as managing daily office operations of the location. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of customer service, applying payments on customer accounts, entering customer pre-payments, managing daily office operations, and ensuring a smooth workflow, maintaining office equipment, ordering office supplies, taking orders for products, answering the telephone, and dispatching the calls to the right departments.

Essential Duties and Responsibilities

- Communicate with customers, employees, and other individuals to answer questions, disseminate, or explain information, take orders, and address complaints.
- Receives customer payments and applies to proper accounts.
- End-of-day procedures including cash drawer counts and daily deposits for the bank.
- Month-end, year-end and inventory assistance as needed.
- Answer telephones, direct calls, and take messages.
- Compile, copy, sort, and file records of office activities, business transactions, and other activities.
- Operate office machines, such as copiers and scanners, facsimile machines, voice mail systems, and personal computers.
- Compute, record, and proofread data and other information, such as records or reports.
- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
- Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail.
- Review files, records, and other documents to obtain information to respond to requests.
- Deliver messages and run errands.
- Inventory and order materials, supplies, and services.

Education and Experience Required

- High School Diploma or GED.
- Requires strong understanding of Microsoft Excel and the ability to read and edit Excel formula and macro calculations.
- Experience working with an ERP Software and/or Laserfiche recommended but not required.



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- Demonstrates exceptional organizational skills and can proficiently prioritize daily job duties and deadlines independently.
- Capable of working in a team environment and collaborating with others to achieve common objectives.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Job Type: Full-time

Salary: Negotiable

Benefits:

- 401(k)
- UBG RetireMint Plan with Employer Match
- Dental insurance
- Vision insurance
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Short Term Disability; Critical Illness; Accident; Hospital Indemnity Insurances Available