

Company: Farm Service Cooperative

Job Title: Office Accounting Assistant

FLSA Designation: Non-Exempt (Full-Time with Benefits)



Reports to: Branch Manager

Office Accounting Assistant Role: Provide general office support with a variety of clerical duties and related tasks, including counter sales and related paperwork, incoming telephone calls, scale operation and accounts receivable for all business conducted at the designated branch location.

Accountabilities/Essential Functions:

- Answers incoming telephone calls and directs the caller to the appropriate associate. Will transfer a caller to an associate's voice mailbox when the associate is unavailable.
- Greets and directs visitors accordingly.
- Receives, sorts and forwards incoming mail to appropriate Farm Service Cooperative location.
- Assists in the ordering, receiving, stocking and distribution of office supplies.
- Assists with other related clerical duties such as photocopying, faxing, filing for daily business activities and routes to appropriate location.
- Utilize Farm Service Cooperative's internal computer programs for appropriate division accounting, including inventory and expense, bank deposits, as well as operation of MS Excel, Word and Outlook email.
- Train on FSC mapping software (SST & SMS) to include, but not limited to, learn how to work with applicators and run recommendations, per software. Upon completion of training, this will be one of the primary responsibilities.
- Maintain the recordkeeping books for safety and regulatory compliance requirements, as directed.
- Conform to safety and regulatory compliance requirements, as directed and per company policy.
- Become knowledgeable and familiar with FSC's products, policies and procedures.
- Review suggestions of ways to improve work methods and procedures made by employees and decide on course of action.
- Work in cooperation with other divisions, locations, customers, supervisors and managers with a positive attitude and willingness to provide positive feedback to them.
- Travel to other FSC locations and/or vendors is required.
- Perform other duties and tasks as assigned by the Branch Manager.

Knowledge, Skills and Experience:

- Ability to communicate information or ideas effectively in oral or written form.
- Ability to listen to what other people are saying and ask questions as appropriate.
- Perform basic math operations (add, subtract, multiply, divide) to include, but not limited to, use of whole numbers, fractions, decimals, percentages and discounts.
- Work and communicate with internal and external customers to meet their needs in a polite, courteous and cooperative manner. Committed to quality service.
- Ability to identify and analyze problems associated with work processes.
- Develop constructive and cooperative relationships with others.
- Ability to organize and work on multiple tasks concurrently.
- Demonstrate responsible behavior and attention to detail.
- Encourage and facilitate cooperation, pride, trust, and group identity. Foster commitment and team spirit.
- Ability to analyze organizational and operational problems and develop timely and economical solutions.
- Capacity to adjust to change, work pressures or difficult situations without undue stress.

Education, Training, Certifications Required:

- High School or GED equivalent

Equipment, Tools, Machinery Used:

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|------------------------------|-----------------|
| • Company vehicles | Fax/Copier |
| • Computers/Office Equipment | Calculators |
| • Telephone | Scale Equipment |

Working Conditions and Physical Demands:

- 95% of work performed in daily office operation.
- 5% of work performed in warehouse or outside facilities, as needed.
- Ability to work days, evenings and weekends, with or without prior notice.
- Requires standing, walking, bending, stooping, pinching, grasping, reaching above and below shoulder.
- Includes exposure to sounds and noise levels that are distracting or uncomfortable.