

Job title	Accounting Specialist	Job Classification	<i>Hourly</i>
Reports to	<i>Controller</i>	Salary Range	<i>\$18.50- \$28.90</i>

About Pro Cooperative

Our Mission: Building lasting partnerships by being PROactive, PROgressive and PROfessional.

Our Vision: To provide premier services to every customer through personalized relationships, whole farm solutions, and advanced technical knowledge.

Our Core Values:

- *Trust* - working to earn TRUST every day, operating with reliability and integrity.
- *Service* – SERVING others with understanding, respect and care.
- *Fun* – having FUN building a Positive Team and Family Spirit while removing barriers and letting people do what they do best.
- *Safety* - Ensuring the SAFETY of our people; doing what’s best to create the safest environment now and for the future.

Job purpose

The position of an Accounting Specialist is of great significance to Pro Cooperative.

- A person in this position is responsible for the full cycle accounting up to and including financial statements preparation. Other responsibilities include job costing, cash flow, budgeting, refunds, variance, and financial analysis.

Duties and responsibilities

These are the basic duties and responsibilities of the position and must be performed competently. Basic requirements include, but are not limited to the following:

- Co-Supervises accounts payable and accounts receivable functions.
- Reconciles the general ledger accounts and prepares journal entries monthly.
- Assists Controller with month-end financial reports on multi-accounting books for review and discussion.
- Prepares monthly bank reconciliations; monitors cash flow, ensuring optimal levels are maintained to meet requirements.
- Prepares monthly credit card summary statements.
- Assists Controller with year-end working papers.
- Assists Controller with annual budget process for review and discussion.
- Performs various financial analysis as directed by the Controller.
- Ensure work is being completed accurately, timely and efficiently.
- Develop, update, and enhance the accounting system for optimum accuracy, timeliness, and efficiency.
- Make and use the accounting system as a proactive decision-making tool for management use in forecasting and variation reporting and analysis.
- Identify and maintain a record of the current status of all fixed assets of the cooperative.
- Assists in maintaining effective inventory controls.
- Complete training and attend meetings/workshops/seminars/continuing education appropriate to the position, as assigned and approved by direct supervisor.
- Inform direct supervisor of all relevant departmental issues in a timely manner.
- Perform all other duties as assigned by direct supervisor.
- Assist other locations as needed.

- Comply with Pro Cooperative policies, including Pro Cooperative’s safety policies

Qualifications

Qualifications include:

- Diploma or Bachelor’s degree in accounting or business administration. Preference will be given to candidates that hold a CPA designation.
- 3-5 years recent related experience in full cycle of accounting
- Proven experience in taking responsibility for full-cycle accounting processes policies and systems.
- Detail oriented, organized and able to meet tight deadlines.
- Proven prioritization, time management and project management skills
- Highly effective written and interpersonal communication skills; the ability to build a positive, team-oriented environment.
- Demonstrated aptitude in dealing with private and confidential information.
- Previous agricultural accounting experience is a plus.
- Available to work extended hours when needed.

Working conditions

Office setting at room temperature. Inside about 95% of the time and occasional work outside exposed to all weather conditions. Some travel may be required.

Physical requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Must be able to frequently lift up to 10 lbs and occasionally lift up to 40 lbs. In a normal work week, the employee may be required to sit 90% of the time, stand 5% of the time, and walk 5% of the time. Employee must be able to occasionally bend, squat, kneel, climb/balance, push/pull, reach above shoulder level, and lift from high/low position.

Direct reports

None

Approved by:	
Date approved:	01/26/2021
Reviewed:	01/26/2021

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position. This document doesn’t constitute a contract of employment. Company may exercise its employment-at-will rights at any time.

Employee (Print & Sign): _____ Date: