

Job Description – Office Administration Payables

Reports to: CFO **Status:** Full Time Non Exempt

Overall Job Function The office administration payables employee maintains an effective office environment that satisfies customers and helps the organization achieve its overall goals.

Essential Job Functions

Completes office accounts payables; focusing on feed, lumber, store resales, freight and co-op gas

Assists with the payables of outgoing grain

Greets visitors to the office and assists at the counter when needed

Handles faxes, emails and phone calls and prepares documents

Record keeping of sales, purchases and accounts receivables / payables

Assists with office mail sorting and delivers mail to post office

Participates in special projects when needed

Other duties as assigned

Secondary Responsibilities:

Consistent positive and can do attitude

Strong interpersonal skills

Knowledgeable on company software and software support

Ability to handle stressful situations professionally

Competencies

High level of customer service focus

Supports a consistent professional image of the company

Observes safety policy and procedure as an absolute

Attitude of positivity and reacts calmly under pressure

Work ethic of the highest integrity

Commitment to dependability and willingness to work to meet goals and deadlines

Effectively solve problems



Education & Experience

High school diploma or GED

Prefer experience with accounting or business settlements

Work Environment

This position is based in a fast paced office setting. Equipment utilized will be computer, phone, fax, copy machine and other standard office equipment. Typical office hours are Monday to Friday 8 to 5, extended hours and Saturdays during peak seasons.

Physical Demands

While performing job functions the employee will be required to talk and hear most of the time. The employee will spend frequent intervals moving and sitting, while also needing to reach, bend, twist, crawl, crouch, stoop or kneel on occasion. The employee will need to be able to lift up to 25 pounds occasionally and 15 pounds frequently. The physicality of this job is low.

***FCS job descriptions are a representation of a job requirements knowledge, skills and abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.**

After reading the contents of this job description, I understand the responsibilities, requirements and duties expected of me. I realize this document is intended to be an accurate reflection of the position; however, Farmers Cooperative Society reserves the right to revise, add or eliminate job functions and duties as conditions warrant. I also understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek to achieve the company’s goals. I further understand that this job description does not constitute a contract of employment, nor alter my status as an “at-will” employee

Employee Name (please print)

Date

Employee Signature

Date

Supervisors Name (please print)

Date