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## **Job Description: Facility Accountant/Office Manager**

### **Position Summary**

Michigan Agricultural Commodities is seeking a full-time Office Manager/Facility Accountant for the Breckenridge location. This role is critical to the success of the organization. Tasks include accounting duties and responsibilities related to the location, customers and employees. The ideal individual will have experience in accounting and demonstrate a desire to utilize skills to positively impact the company, employees and customers.

### **Scope of Responsibilities & Job Requirements**

- Foster and build a team atmosphere amongst office staff.
- Ensure timely processing of inbound and outbound scale tickets resulting in grain checks and/or settlements, to both external customers and inter-company.
- Enter inbound and outbound inventories; monitor for accuracy and control.
- Enter daily payables and receivables; monitor activities.
- Ensure daily deposits and incoming/outgoing mail are handled in a timely manner.
- Responsible for monthly reconciliation of cash clearing accounts and inter-company accounts.
- Facilitate employment paperwork for on-site personnel.
- Compile payroll hours and e-mail to Lansing in a timely manner.
- Maintain on-site hardware and software.
- Provide exceptional customer service in a friendly business manner.
- Maintain positive communication with Facility Manager and Merchants to facilitate best possible customer service and team membership.
- Maintain positive communication with Corporate Accounting staff.
- Cross train on and be able to assist in scale room activities, weighing and grading as needed.
- Handle inbound phone calls and face-to-face contact with customers.
- Other duties as assigned.

### **Desired Skills/Competencies**

- Must have excellent computer skills, including Microsoft Word and Excel.
- Demonstrate excellent customer service.
- Organizational and attention to detail skills.
- Motivation to learn new skills and information.
- Showcase professionalism and confidentiality.
- Minimum one-year experience in accounting required, Associates degree preferred.
- Required: must be able to pass a comprehensive background check and substance screening.

\*This job description should not be construed as an employee contract. Management retains the right to employ-at will.

\*Michigan Agricultural Commodities is an equal opportunity employer dedicated to a policy of nondiscrimination in employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, genetic information, or other group status protected by Federal, State, or local laws.

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