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## **Job Description: Facility Accountant**

### **Position Summary**

Michigan Agricultural Commodities is seeking an individual to fill a part-time Facility Accountant role for the Newaygo location. The Newaygo facility is in a picturesque location right alongside the Muskegon River. MAC is a progressive leader in the grain industry, continually investing in our facilities and employees to expand our footprint across Michigan.

### **Working Conditions:**

- Part time Salary wages
- Hours: To be determined with Manager & Accounting oversight approval. Minimum of 15 hours per week during slow periods, anticipated maximum of 30 hours a week during busy seasons.

**General Description:** The MAC Facility Accountant individual is critical to the success of the organization. This role performs accounting duties and tasks 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:**

- **Physical Requirements:** Good physical condition, mobility and the ability to work extended hours are necessary to perform the basic tasks of this position. Good vision and hearing are essential to properly perform these operations. Computer and filing skills are required.
- **Safety:** It is the policy of MAC to provide a safe and healthy workplace. The ability to perform all tasks in a safe manner and in accordance with company policy is essential. All company policies and procedures to be followed.
- Ensure timely processing of inbound and outbound scale tickets resulting in grain checks and/or settlements, to both external customers and inter-company.
- Complete contract entry/maintenance.
- Enter contracts and pricings.
- 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.
- Maintain on-site hardware and software, as well as supply ordering.
- Assist in taking customer payments, AR/AP transactions, filing, bank deposits and reconciliation.
- Meet any other duties, tasks and projects assigned by management.
- **Customer Service & Communication:**
  - 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.
  - Handle inbound phone calls and face-to-face contact with customers looking up information relative to open contract balances, contract applications, tickets, and other grain accounting information.
- Cross train on and be able to run the scale when needed.
- General filing, mail and other office duties.

### **Job Requirements Overview:**

#### Daily:

- Daily ticket import/application
- Issue settlements
- Invoicing
- Contract entry
- Freight checks
- Accounts payable vouchers
- Accounts receivable posting
- Mailing/filing
- Deposits

#### Monthly:

- Account reconciliation
- Intercompany reconciliation
- A/R statements

#### As Needed:

- Maintain discount and storage tables
- Customer service inquiries
- Customer reports/internal reports
- Manage office supply inventory/orders
- Maintain onsite hardware/software

### **Desired Skills/Competencies**

- Must have excellent computer skills, including Microsoft Word and Excel.
- Demonstrate excellent customer service, good personal skills, and a great attitude.
- Organizational and attention to detail skills.
- Motivation to learn new skills and information to grow in individual's role at MAC.
- Minimum high school degree required, accounting experience 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.

Last modified: 4.1.2024