



Bookkeeper

Location: Alden, MN with traveling to multiple locations

Classification: Part-time; Non-Exempt

Hours/Week: 30 hours per week with more hours required seasonally and as needed

Reports to: Controller

Description

To provide exceptional customer service to internal and external customers by completing timely and accurate accounting functions according to company policies and other authoritative guidelines.

Requirements

- Responsible for answering and directing phone calls appropriately.
- Responsible for counter sales, customer invoicing, and point-of sale transactions.
- Accounts for all direct and picked up grain scale tickets daily.
- Responsible for scale functions, (grain scale, probe, grading as well as uploading all tickets and accurate recording of weights).
- Issue settlement checks and ACH payments for full direct and picked up contracts, and other off-site locations.
- Settle customer grain positions in compliance with state and federal guidelines.
- Maintain required documentation for state and federal auditors.
- Identify and solve problems and elevate unresolved items to the attention of NCC Division Managers.
- Maintain good communications with location personnel to ensure accurate grain settlements.
- Print/mail/communicate filled offers with location staff and customers.
- Verify contract signatures and scan/attach in computer system.
- Assist in recording all location inventory movements in computer system for accurate real-time inventory management.
- Backup other grain and location staff key functions during their absence and seasonally.
- Work in a safe & efficient manner according to NCC safety policies.
- Provide exceptional customer service.
- Accept and carry out any other assigned tasks.

Qualifications

- Displays a high level of initiative, effort, and commitment towards completing assignments accurately and efficiently.
- Ability to organize, multi-task, embrace change, and work in a fast-paced environment with frequent interruptions.
- Computer skills to include Oakland, Outlook, Excel, and Word.
- Strong math skills and attention to details.
- Exceptional communication and interpersonal skills, follows directions, meets deadlines.
- Must have and maintain a valid driver's license and satisfactory driving record.
- Ability to travel independently between locations.
- Demonstrates ability to work independently.
- Ability and willingness to participate in required training that may include education on NCC policies and procedures and additional training as it relates to the requirements of the position.
- May be requested to work overtime and occasional weekends in peak season.

**Leadership:**

- Promote an environment and culture that focuses on fulfilling the mission and core values of Northern Country Cooperative.
- Model behaviors that support NCC's mission and core values to be a trusted advisor to our customers and members.
- Enforce and abide by all NCC policies and procedures.
- Team player, balancing team, and individual responsibilities.
- Treat all people with dignity and respect.
- Maintain a positive attitude that promotes teamwork within the cooperative and a favorable image of the cooperative.

Safety:

Performs work in a safe manner at all times. Seeks guidance from manager when needed. Considers the safety of other team members and others. Reports unsafe conditions.

- Uses personal protective equipment.
- Observe all OSHA, state, and federal safety regulations.
- Maintain clean and orderly facilities.
- Maintain equipment and facilities regularly and timely.
- Maintain housekeeping and sanitation standards.

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 position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position:

- The team member is regularly required to talk or hear.
- The team member frequently is required to use hands or fingers, handle or feel objects, tools, or control.
- The team member is occasionally required to stand; walk; sit; and reach with hands and arms.
- The team member may occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus.
- The noise level in the work environment is usually low to moderate.
- Able to work in all types of weather conditions including extreme cold and heat.

This job description in no way states or implies that these are the only duties to be performed by the incumbent in this position. Incumbent will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.