

# Staff Accountant 1

## **Job Summary:**

New Balance Commodities is the leader in marketing and distributing Co-products throughout the upper Midwest. Our mission is to keep livestock in producer's hands as we know rural communities thrive with livestock. We feed cattle, both our own and custom at 2 locations. This person will be responsible for daily entries for Accounts Payable, Accounts Receivable, Inventory, and Cattle programs, expense reporting and all stages of the accounts payable process.

## **The Ideal Candidate**

This person enjoys responsibility and challenges. Contributes to a work environment that fosters pride in being part of a winning team and promotes personal growth. Maintains personal productivity and quality standards. Because your position places you in contact with owners, team leaders, team members, clients and vendors, and allows you access to key business and personal information, confidentiality and professionalism are essential ingredients of your performance. New Balance Commodities has a complete compensation plan and an environment of fun, success and self-empowerment.

## **Responsibilities and Duties**

Those considering applying for this position must perform the following tasks:

- Review and verify accuracy of Accounts Payable invoices, matching to Sales Orders
- Prepare and process Accounts Payable documents: coding, approvals and inputting information
- Process Accounts Payable paperwork at completion of the check run
- Maintain files as needed within the department
- Reconcile vendor statements, research and correct discrepancies
- Respond to all vendor inquiries
- Receive incoming inventory
- 1099 Maintenance
- Manage employee credit card expense program
- Prepare and process Accounts Receivable documents
- Prepare daily bank deposits
- Process daily feed yard transactions: feed delivery, inventory and head counts
- Provide customer service as needed
- Provide front desk assistance as needed

## **Skills & Qualifications**

Those considering applying for this position should possess the following list of skills and qualifications:

- Education: Prefer Bachelor's degree in Accounting or Business related field or 2 years Accounting or Finance experience
- Must be highly skilled in use of Microsoft products and 10-key by touch
- Good communication skills, both written and verbal
- Accuracy in daily work and other projects
- Ability to meet communicated schedules and deadlines
- Adherence to policies, procedures and instructions of CFO, reports to controller
- Ability to maintain good working relationships with vendors, clients and other team members
- Physical: Includes sitting at computer for extended lengths of time

**If interested, send resume to [kristi@nbccoproducts.com](mailto:kristi@nbccoproducts.com)**