



Accounting Department

Position Summary

Responsible for assisting with the accounting processes for FCA & Vision Ag, LLC.

Essential Duties and Responsibilities

- Create and maintain general accounting processes and provide backup assistance to all accounting functions.
- Act as a resource for the location staff and bookkeepers by maintaining knowledge of the accounting processes.
- Ensure accurate inventory transactions, adjustments, and reconciliations.
- Accounting functions including journal entries, account reconciliations and transactional review.
- Preparation of month-end and year-end close activities as assigned.
- Provide information to assist with completion of compliance requirements and audits.
- Support and assist with continuous improvement initiatives and projects as required.

Education and Experience Required

- Bachelor's Degree (B.A.) from a four-year college, Associate in Arts (A.A.) from a two-year college, or university including 3-5 years' experience in a related field.
- Requires strong understanding of Microsoft Excel and the ability to read and edit Excel formula and macro calculations.
- Understanding of QuickBooks and/or other accounting software. Experience in Oakland Accounting Software a plus but not required.
- Demonstrates exceptional organizational skills and can proficiently prioritize daily job duties and deadlines independently.
- Capable of working in a team environment and collaborating with others to achieve common objectives.
- Working knowledge of Generally Accepted Accounting Principles, practices, and procedures.



Farmers Coop Association
Vision Ag LLC

Job Type: Full-time

Salary: Negotiable

Benefits:

- 401(k)
- UBG RetireMint Plan with Employer Match
- Dental insurance
- Vision insurance
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Short Term Disability; Critical Illness; Accident; Hospital Indemnity Insurances Available

Schedule:

- Monday to Friday

Location:

- Keota, Iowa

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to talk and hear. The employee is frequently required to sit at a computer. The employee is occasionally required to stand, walk, reach with hands and arms, and use hands to finger, handle, or feel. The vision requirements include close and distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate, normal office environment with the pressure of deadlines.