



POSITION: ACCOUNTING SPECIALIST, Beef Processing Facility

SHIFT: First

DEPARTMENT: Human Resources

POSITION TYPE: Full-time; Hourly

PAY RANGE: \$20.-25. per hour

OBJECTIVE: The Accounting Specialist maintains records of financial transactions by establishing accounts, posting transactions, and ensures legal requirements are complying and met in our beef processing facility. The candidate would develop a system to account for financial transactions by establishing a chart of accounts and defining bookkeeping policies and procedures which would include accounts receivable and accounts payable. This includes reviewing financial statements and preparing reports for the upper management. The Accounting Specialist reports to the Human Resources Manager.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Establish and monitor financial systems within the organization. Collect, analyze, verify, and report financial information to document our company's financial performance and position to make well-informed financial decisions.
- Recommend forecasting requirements, draft annual budgets, and project expenditures to prepare periodic statements and meet financial regulatory requirements.
- Knowledgeable of Quick Books.
- Ensures our company's wellbeing by tracking revenue and expenses, consolidating and analyzing financial data, preparing special reports, maintaining best practices, and reporting activity to internal and external customers.
- Development and implementation of accounting policies and procedures for the Accounting Department.
- Controls and administers petty cash.
- Distributes internal reimbursement payments.
- Make bank deposits into our company's bank account and file the deposit receipts.
- May be a liaison with banks to track and verify credit card payments and electronic cash transfers.
- Contact an issuing customer if their check bounces, discuss their situation and suggest alternative methods of payment.
- Helps handle the creation of invoices for clients.
- Help clients if they have questions or find inaccuracies within an invoice.
- Various other responsibilities as needed and determined by the Board and Management Team.



PREFERRED QUALIFICATIONS:

- Bachelor's Degree and/or 3-5 years' experience in an accounting type role.
- Must have a keen eye for detail.
- Must have excellent written and verbal communication skills along with the ability to write reports and business correspondence.
- Experience with e-mail, spreadsheets, word processing and presentation applications.
- Ability to present financial information to groups.
- Organizational and time managements skills help track and prioritize ongoing projects and tasks thus effectively launching, monitoring, and evaluating accounting operations and deliverables.

WORK ENVIRONMENT:

The work environment is a combination of corporate and manufacturing. While performing the duties of this job, the employee is occasionally exposed to cold, hot, and/or humid conditions. The employee occasionally works near moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles.

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