



The Arthur Companies

Bookkeeper\Receptionist

Job Description

Are you looking for an opportunity to leverage your talents in a growing organization? We have excellent opportunities within The Arthur Companies for people that have a desire to grow in their careers, possess strong customer service skills, have an attention to detail, uphold safety requirements and enjoy working in a team oriented environment.

PURPOSE OF POSITION:

This position is responsible for providing accounting support for a location\division within The Arthur Companies.

RESPONSIBILITIES:

- Accounts Receivable processing – entering sales tickets, billing customers, receiving and applying payments.
- Processing farmer settlements and issuing grain settlement checks.
- Coordinate with grain merchandising team on managing grain contracts
- Inventory reporting.
- Coordinate bank deposits and perform bank reconciliation.
- Monthly reporting including reconciliation of certain balance sheet accounts.
- Answer phones and greet walk-in customers.
- Provide support for management's information requests in a timely and accurate manner.
- Purchase supplies and equipment as authorized.
- Monitor office supply levels and reorder when required.
- Other responsibilities as needed.

QUALIFICATIONS:

The ideal candidate will possess the following:

- Associate's degree in accounting or other business related field; or 2 years of related experience
- Excellent verbal & written communications skills
- Proficient in Microsoft Office products including Outlook, Excel, and Word
- Experience with Microsoft Dynamics GP helpful
- Excellent interpersonal skills and a team player

ABOUT THE COMPANY:

The Arthur Companies is a diversified agricultural business that includes grain, agronomy services, birdseed and a fertilizer company. There is a proud tradition of customer service excellence in all that we do that dates back to 1906. We are privately owned and operated, putting business decisions close to our team. Please visit our website (www.arthurcompanies.com) for additional information.

DISCLAIMER:



The Arthur Companies

This job description is not a complete description of responsibility, but reflects the general qualifications, duties and/or responsibilities necessary to perform this position. The Arthur Companies reserves the right to revise the job description as circumstances warrant. The Arthur Companies is an at-will employer, which means that either the employee or the company may terminate the relationship at any time, with or without notice, and with or without cause. We are an equal opportunity employer.