



JOB TITLE Accountant.AP/AR
REPORTS TO Controller
DURATION 40 hours/week
PAY TYPE Exempt

PURPOSE/SCOPE This role is a key contributor to the success of the organization's accounting team. This dynamic position focuses on accounts payable, accounts receivable, and fixed assets while assisting with other projects.

RESPONSIBILITIES

1. Accounts Payable

- Perform primary data entry. Follow and ensure control procedures for accounts payable.
- Process vendor, grower, and customer payments.
- Administer company credit card program and reconcile monthly statements.
- Ensure proper Use Tax application and refund requests.
- Prepare and send 1099's at the end of the calendar year.
- Administer company fuel card program and provide training as needed.

2. Accounts Receivable

- Prepare and deliver customer invoices and monthly statements accurately and timely.
- Process Precision Planting sales and similar transactions.
- Ensure appropriate team members follow-up on outstanding receivables.
- Help maintain an accurate dealer and customer database
- Classify all checks received, in preparation for deposit.
- Apply all transactions on customer accounts to close the year.

3. Accounting / Month End

- Prepare month-end reconciliations of various general ledger accounts.
- Maintain Fixed Asset data and related digital and physical files.
- Handle sales tax reporting.

4. Fleet Reporting

- Compile mileage for employee's personal use of company vehicle
- Ensure proper licensing of company equipment
- Quarterly IFTA reporting
- UCR, IRP, IFTA and MCIR Registration

5. Quarterly Seed Reporting

- Compile Corn, Soybean and Wheat Promotion Remittance quarterly.
- Compile MN Agricultural Seed Sold (Semi-Annual).

6. Assist with other duties as assigned

- Assist with grower production pricing requests and payment inquiries.
- Monitor Accounting inbox
- Assists with insurance coverage of property acquisitions/disposals, oversee insurance claims.

EDUCATION/TRAINING/SKILLS REQUIRED

- Associates Degree in Accounting, or equivalent experience
- Demonstrated flexibility and ability to multi-task

EXPERIENCE REQUIRED

- Practical experience with integrated accounting software
- Minimum of 2 years AP/AR experience
- Knowledge of State Sales Tax percentages and requirements

SUCCESSFUL CANDIDATE WILL POSSESS:

- Outstanding analytical and problem-solving skills
- Strong attention to detail
- Exceptional planning and organizational skills
- Ability and desire to learn multiple disciplines within the Accounting department
- Ability to manage several projects simultaneously, under pressure to meet deadlines
- Ability to work independently as well as a part of a team
- Ability to communicate with a wide range of individuals
- Desire to lead and foster change and development
- The ability to demonstrate through action, Peterson Farms Seed's Core Tenets:
 - Integrity
 - Team Contribution
 - Excellence
 - Positive Attitude