



**Job Description**  
**Cattle Division-Livestock Inventory and Reports Coordinator**  
**Waucoma, IA**

**SUMMARY:**

Provide high level monthly production reports, animal inventory and movement reports with attention to detail and timeliness. Prepare monthly invoice reports for our cattle farms with high degree of accuracy. Organize and take on projects as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Prepare and distribute monthly production reports for each of our sites, this will require extensive use of Excel.
- Prepare livestock inventory reports for each site, in regards to age, origin and weight.
- Prepare monthly calf source and heifer source inventories and respond to accounting team questions, requests or concerns.
- Conduct business reporting documents, charts, tables graphs etc as needed
- Must be able to track all cattle movements as cattle are purchased, moved within operation, and/or marketed.
- Perform all duties required to have closeouts for all cattle in the operation.
- In charge of collecting all necessary data from producers to be able to track cattle and perform closeouts.
- Must work closely with Lynch Livestock Beef Division employees and Lynch Livestock Producers.
- Prepare monthly head count inventories as well as monthly feed inventories.
- Prepare monthly Producer Newsletter
- Coordinate and work with other departments as required
- Performs other duties as needed and/or assigned
- Must be capable of regular and predictable attendance
  - Able to work overtime and weekends as needed
  - Able to work holidays as needed

**QUALIFICATIONS:**

- Knowledge of Microsoft office, ten key, and other office equipment
- Demonstrated knowledge of Excel
- Have ability to learn Cattle Tracking System.
- Detail oriented and timely.
- Effective communication skills
- Ability to manage time wisely
- Ability to keep business matters confidential

**BENEFITS:**

Health, Life, Short & Long-term Disability, Dental, Vision, 401(k), Flex Spending Plan, Wellness Program, EAP, Paid Holidays, Paid Vacations, Paid Sick Days, Competitive Wage and Great People to work with!

**WORK ENVIRONMENT:**

The work environment and physical characteristics are representative of those that an employee encounters while performing the essential functions of this position. Refer to the “Essential and Marginal Function Analysis” statement for a complete description of essential functions and functional requirements.

EEO- Pre-Employment Drug Test and Post-Offer Physical Required