



Spillville, IA

**Job Description
Lead Accountant**

SUMMARY:

Under the supervision of the General Manager and/ or Controller, is responsible for coordinating the daily activities of the bookkeeping staff at the Spillville Mill.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Must be capable of regular and predictable attendance
 - Able to work overtime as needed
 - Able to work holidays as needed
- Oversee invoicing
- Daily Position Reports
- GL Responsibility
- Corn Checks
- Contracts
- Month end verification and reports
- Grain bank, storage and purchasing of commodities billing
- Manufacturing and billing reports
- Serve as the liaison between the bookkeeping Department, General Manager and Lynch Livestock
- Creates or revises systems and procedures by analyzing practices, recordkeeping systems, and forms control
- Assists staff in maintaining files and databases
- Assist Grain Merchandiser in Organization of grain exams/audits
- Assist Grain Merchandiser in processing Grain Settlements and Daily Position Reports
- Performs other duties as needed and/or assigned

QUALIFICATIONS:

- Strong leadership and problem-solving skills
- Solid Accounting Experience
- Excellent oral and written communications skills
- Detail oriented and works with a high degree of accuracy
- Highly organized and flexible
- Must be self-directed and able to complete projects with limited supervision
- Working knowledge of Microsoft Office & a plus is AgVision Great Plains, Cinch

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