



Job Description
LEAD BOOKKEEPER
Spillville, Iowa

SUMMARY:

Under the supervision of the 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
- Serve as the liaison between the Mill and Lynch Livestock
- Supervises administrative/bookkeeping personnel work flow
- Creates or revises systems and procedures by analyzing practices, recordkeeping systems, and forms control
- Tracks office supply inventory and submits to Lynch Livestock A/P
- Assists staff in maintaining files and databases
- Organizes grain exams/audits
- Performs other duties as needed and/or assigned

QUALIFICATIONS:

- Strong leadership and problem solving skills
- 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 & AgVision

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