



Job Title: Accounting Specialist

Hours: Monday- Friday, 8am-4:30pm

Reports to: Controller

Summary:

This role will serve as an integral member of the accounting staff. The Accounting Specialist will perform accounts payable and accounts receivable functions, account reconciliations, provide support to internal and external audit, assist with month-end close as well as other duties as requested. The ideal candidate is independent, will have an acute attention to detail and thrive in a fast-paced environment.

Duties and Responsibilities:

- Full cycle accounts receivable, including invoicing and recording of daily deposits to ensure proper designation of funds.
- Full cycle accounts payable, including detailed coding of invoices and payments.
- Research and resolve discrepancies in a timely fashion.
- Support month-end and year-end close process.
- Interpret and apply accounting policies, rules and regulations to all work in order to ensure compliance with applicable standards.
- Assist in the preparation of various tax and license filings.
- Assist in internal and external audits.
- Maintain confidentiality of all financial data.
- Special projects and additional duties as assigned.
- Perform general office support as needed.

Minimum Requirements:

- Associates Degree in Accounting, Bookkeeping, Finance, or similar field. An equivalent combination of education, training and experience can be substituted.
- At least 2+ years of relevant, hands-on accounting experience.
- Proficient to advanced knowledge of Microsoft Office Applications, including Excel.
- Flexibility to use a variety of accounting systems. Advanced QuickBooks experience required.
- Excellent verbal and written communication skills.
- Ability to work independently on assigned duties and manage a variety of priorities while meeting deadlines.

Preferred Qualifications:

- Bachelor's degree preferred.
- AGRIS experience a plus.

5083 White Rd, Union Springs, NY 13160



Working at Du Mond Grain, LLC:

Our Vision: To be a *model* agricultural enterprise through *innovative* approaches emphasizing *growth* and fostering an *enjoyable* work environment.

Our Mission: Challenge, Provide, Lead and Feed

- ***Challenge*** – Challenge the status quo and thrive to be more efficient and effective.
- ***Provide*** – Provide our customers with a superior product, while providing our employees with an enjoyable work environment.
- ***Lead*** – Lead the agricultural industry through cutting edge innovative production and business practices.
- ***Feed*** – Feed the world, by producing high-quality consistent products.

The expectation is that all employees embody mission and vision when making decisions, solving problems and interacting with customers and colleagues.