



# Accounting Administrative Assistant

**Location: Ravenna, NE | Full-Time, On-Site**

## Role Summary

We are seeking an Accounting Administrative Assistant who is responsible for supporting the accounting department by performing both administrative and basic accounting tasks, such as entering invoices, reconciliations of daily sales, processing payments, and completing general office duties like filing and answering phone calls. This role requires strong organizational skills, attention to detail, and proficiency in accounting software and MS Office, particularly Excel. This position reports to the Business Operations Manager and will also collaborate closely with the Chief Financial Operator and support other Department Managers.

## Key Responsibilities

- Perform daily accounting tasks, including sales reconciliations from various departments
- Enter accounts payable invoices and prepare batches for payment including statement reconciliations
- Complete tire station and fertilizer invoicing, statements, and payments
- Perform daily administrative activities such as answering phones, greeting patrons, filing, preparing documents and correspondence.
- Manage office supplies and costs associated
- Support month end and annual audits
- Manage inventory system entry
- Support all departments with administrative duties



## Qualifications

- High ethical standards and commitment to our cooperative with an intense sense of urgency and a purposeful demeanor is necessary.
- Strong analytic abilities
- Ability to work independently and prioritize tasks
- High degree of attention to detail and multi-tasking
- Works well under pressure and in a fast-paced environment
- Strong time management and organizational skills
- Proficiency in Microsoft Office
- High School Diploma or GED and a minimum of two-year related work experience and/or training preferred.

## Competitive Benefits

- Comprehensive health, dental, and vision insurance
- Paid vacation, sick leave, and holidays
- Company-paid life insurance, short-term and long-term disability
- 401(k) with company match
- Cooperative Retirement Plan
- Profit Sharing

## Why Join Us

This is more than a financial leadership role — it's an opportunity to **shape the future of a cooperative that has served Nebraska farmers for a century.**