



*michigan agricultural commodities, inc.*

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## **Job Description: Accounting Assistant**

### **Position Summary**

Michigan Agricultural Commodities is seeking a full-time accounting assistant for its location in Middleton, Michigan. The ideal individual will have experience or interest in accounting and demonstrate a desire to utilize skills to positively impact the company and customers.

### **Scope of Responsibilities/Job Requirements**

- Assist the office manager in completing tasks, such as the daily ticket import, cutting grain checks, entering contracts and grain sales.
- Assist in fertilizer, grain, and feed invoicing and inventory additions.
- Assist in taking customer payments, AR/AP transactions, filing, bank deposits and reconciliation.
- Help management of mail.
- Meet any other duties and projects assigned by management.

### **Desired Skills/Competencies**

- Must have excellent computer skills, including Microsoft Word and Excel.
- Demonstrate excellent customer service
- Organizational and attention to detail skills
- Great attitude is a must
- Minimum high school degree required, one-year experience in accounting is preferred.

\*This job description should not be construed as an employee contract. Management retains the right to employ-at will.

\*Michigan Agricultural Commodities is an equal opportunity employer dedicated to a policy of nondiscrimination in employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, genetic information, or other group status protected by Federal, State, or local laws.