

JOB DESCRIPTION

Job Title: Bookkeeper
Department: Finance
Reports to: Chief Financial Officer
Status: Non-Exempt
Date: July 2026

Position Summary:

Compute, classify and record numerical data to keep financial records accurate and complete. Perform any combination of routine calculation, posting and verifying duties to obtain primary financial data for use in maintaining accurate and detailed accounting records. Process accounts receivable and accounts payable, and process payroll.

Essential Functions:

- Regular and predictable on-site attendance.
- Process Accounts Receivable. Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.
- Receive and record Accounts Receivable payments. Bank cash, checks, vouchers, wires and credit card receipts.
- Prepare purchase orders and expense reports.
- Code documents according to company procedures.
- Perform financial calculations, such as amounts due, interest charges, balances, discounts, equity, and principal.
- Match order forms with invoices and record the necessary information.
- Process Accounts Payable payments as instructed and approved by the CFO, Assistant General Manager, and CEO as needed.
- Monitor status of loans and accounts to ensure that payments are up to date.
- Perform with CFO monthly bank reconciliations.
- Informs management of current bank balances.
- Provide liaison to area banks where funds are deposited.
- Produce bi-weekly timecard summary report prior to submission for payroll processing. Post payroll to QuickBooks after receipt of processed payroll.
- Assist with staff insurance questions and bill payment.
- Prepare for the annual Workers Comp audit.
- Complete and submit sales tax forms and returns, annual 1099 forms, workers' compensation forms, 401(k) retirement contribution forms, and other government documents.
- Debit, credit, and total accounts on computer spreadsheets and databases, using QuickBooks.
- Check figures, postings and documents for correct entry, mathematical accuracy and proper codes. Reconcile or note and report discrepancies found in records.

- Access computerized financial information to answer general questions as well as those related to specific accounts.
- Prepare financial reports as requested by the CEO, CFO and Chairman of the Board.
- Assist with the development and control of the annual operating budget. Compile budget data and documents.
- Comply with federal, state, and company policies, procedures, and regulations.
- as filing, answering telephones, and handling routine correspondence.
- Assist CFO and CEO regarding state and federal grants and construction loans for capital projects.
- Works closely with the International Agri-Center Auditor/Accountant in the preparation of annual audit.
- Compile statistical, financial, accounting, or auditing reports and tables pertaining to such matters as receipts, expenditures, accounts payable and receivable, and profits and losses.
- Perform and/or supervise accounting and bookkeeping functions for World Ag Expo and other special events with the frequent assistance of volunteers.
- Perform other duties as assigned by manager.

Knowledge, Skills, and Abilities:

- Bachelor's degree or equivalent -i.e. High School Diploma / G.E.D. and five (5) years of progressive experience in accounting / bookkeeping / payroll processing.
- Proficient in accounts payable, accounts receivable, and payroll processing principles.
- Proficient in QuickBooks software.
- Proficient with 10-key calculators, computers, and software programs to perform calculations and produce documents and reports.
- Proficient with documentation and record-keeping related to accounting principles.
- Perform general office duties.
- Ability to work flexible schedules that may include holidays and weekends. Extended hours may be required in preparation for and during the World Ag Expo.
- Strong communication and interpersonal skills to successfully interact with leadership, board members, employees, volunteers, vendors, and the public.
- Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Ability to handle multiple projects, meet deadlines, and achieve objectives.
- Ability to work with others and adjust actions in relation to others' actions.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Environmental Conditions:

- Indoor - typical office environment.
- Use of various office equipment throughout the day.

- Regularly work at a fast pace with unscheduled interruptions.
- Regular interaction with others, including employees, volunteers, vendors, and others.

Physical Demands:

- Regular and consistent on-site attendance.
- Mobility within an office environment.
- Ability to walk, sit, stand, stoop, kneel, push, pull, crouch, talk, and hear.
- Regularly required to use hands and fingers to operate a computer, 10-key, and other office equipment.
- Occasionally to lift up to 20 pounds.
- Ability to drive a vehicle.

Compensation:

- Pay is based on experience.

Qualified candidates can submit their resume to leeann@farmshow.org