



Job Title: Accountant

Division:	Admin Shared Services	Job Code:	700
Location:	Main Office 8955 Sunnyview NE Salem, OR 97305	Travel Required:	No
Level\Pay Range:	Professional \ \$50 to \$70,000 annual	Position Type:	Salary, exempt
Reports to:	Controller		

Job Description

PURPOSE

This job is an accounting level bookkeeping job. Duties will span all the divisions of Pratum Co-op, helping to fulfill Pratum’s overall mission, which is to be **an agricultural cooperative dedicated to innovative solutions, excellent service, and long-term relationships.**

The following are general tasks and responsibilities related to this position, but the position may require other duties and special projects as assigned by management.

TASKS & RESPONSIBILITIES

- Daily and weekly:
 - Update, true-up, reconcile, email various spreadsheets related to pricing, sales and contracts
 - Create intercompany transfers between accounting systems, watching for errors
 - Receive payments for intercompany sales invoices, do bank deposits for card and cash sales
 - Update and manage company asset records, assisting with fleet transactions
 - Set up new GL accounts as requested
 - Monitor petty cash use and collect receipts, make change as needed
 - Download and post bank transactions for reconciliation
 - Create check tapes
 - Count cash from gas station
 - Download cardlock sales, import files, invoice customers, verify gallons
 - Weekly EFT collection entry and positive pay uploads
- Monthly and beyond:
 - Account for taxes on property, fuel, etc.
 - Run cardlock system statements and post payments/deposits for foreign sales and fees
 - Communicate regarding month-end cutoff times and dates
 - Send capex reports to division managers and activate projects when finished
 - Create miscellaneous transaction detail reports as requested
 - Submit monthly State fuel dealer/diesel use tax reports, EFT payments and post journal entry
 - Reconcile general ledger accounts



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- Assist controller with month-end closing
- Medium and long-term projects related to the above as requested
- Quarterly & annual compliance reports, returns, and renewals

EXPECTATIONS

- Comply with federal, state, and company policies, procedures, and regulations, maintaining familiarity with the employee handbook
- Function in a way that fulfills Pratum’s Values
 - **Integrity:** always doing the right thing
 - **Safety:** committed to a safe environment for our employees and customers
 - **Professionalism:** dealing with all relationships in a courteous and respectful manner with a positive image, timeliness
 - **Results Oriented:** delivering on your promises
 - **Teamwork:** respecting one another with humility, working with the ag management team
 - **Stewardship:** careful and responsible management of our resources and environment
 - **Customer Service:** exceeding expectations of those we serve
- Motivated to contribute to Pratum’s success and the fulfillment of our mission, vision and values
- Good math and organizational skills with the ability to prioritize multiple assignments
- Positive attitude that contributes to a winning culture
- Participate in trainings and on company committees as desired and/or requested
- Cross training for other office duties related to accounting

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- At least an associate level accounting degree
- Some on-the-job training is available and will be required depending on experience level
- Two or three years of comparable experience is highly preferred

PREFERRED SKILLS

- Thorough proficiency with Microsoft Office, especially Excel
- Familiarity with navigating accounting systems, creating transactions, updating records
- Multi-tasking: ability to make reasonable progress on ongoing projects while keeping up on daily tasks

Prepared By:	Mark Garland, HR Manager	Date:	September 18, 2020
Approved By:	Tim Misener	Date:	August 18, 2020
Last Updated By:		Date:	Click here to enter text.
Employee Name:		Email:	
Employee Signature:		Date:	



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Physical Requirements

General Notes:

Primarily an office administrative position with minimal physical requirements

Tools & Equipment Used:

Typical office equipment, computers, etc.

ENDURANCE

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%	Total Hours At one time	Total Hours in a work day
Sitting					X	2	8
Standing			X				
Walking			X				
Change Positions?			X				

LIFTING AND CARRYING

- 1-20 lbs
- 21-50 lbs
- 51-75 lbs
- >75 lbs

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%
1-20 lbs				X	
21-50 lbs		X			
51-75 lbs		X			
>75 lbs	X				

Maximum # lifted/carried without assistance 80 **Lifts/carries exceeding this weight are done with 2 people or lift device**

OTHER PHYSICAL REQUIREMENTS

- Bend/Stoop
- Twist
- Crouch/squat
- Kneel/Crawl
- Walk-Level surface
- Walk-Uneven surface
- Climb Steps/Ladder
- Work at heights
- Reach at or above Shoulder
- Use of Arms, Wrist
- Use of Hands grasping/squeezing
- Operate foot controls

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%
Bend/Stoop			X		
Twist		X			
Crouch/squat		X			
Kneel/Crawl		X			
Walk-Level surface				X	
Walk-Uneven surface	X				
Climb Steps/Ladder		X			
Work at heights	X				
Reach at or above Shoulder		X			
Use of Arms, Wrist				X	
Use of Hands grasping/squeezing			X		
Operate foot controls	X				

ENVIRONMENT:

Inside 100 % of time Outside 0 % of time
 Temperature Extremes Yes No Vibration Yes No
 Works on or around moving machinery or mechanical parts Yes No

SIGNATURES

If, at any time during my employment, I think my job requires physical exertion beyond these limits, I will notify my direct supervisor for authorization before I exceed these limits.

Employee Signature _____ Date _____

Employer Representative(s):

Print Name	Title	Signature	Date