

Administrative Assistant

Legacy Cooperative Overview:

Legacy Cooperative is a leading grain handling and agricultural/consumer retailer in North Central North Dakota. We operate from locations in Bisbee, Cando, Dunseith, Egeland, Overly, Perth, Rock Lake, Rolette, and Rolla, North Dakota. Our services include Agronomy, Automotive Parts & Service, Convenience Stores, Energy, Ranch & Home, Lawn & Garden, and Grain Handling.

Position Overview:

Legacy Cooperative has an exciting opportunity to work with our administration team in Bisbee, ND as an Administrative Assistant. This position will work closely with the administration management team to ensure accuracy and efficiency in all bookkeeping, accounting and customer service needs, including but not limited to; contracting, processing, data entry, balancing, reconciling, record keeping, problem solving, reporting, customer inquiry and clerical tasks. This position will report to the Office Manager.

Essential Duties & Responsibilities:

- Accounting Acumen - Develops and demonstrates knowledge and understanding of all bookkeeping, accounting (including Accounts Payable, Accounts Receivable and the General Ledger) and customer service functions of the company. Executes the checks and balances as directed by external auditors and the management team. Displays the ability to make good judgments quickly. Demonstrates attention to detail and the ability to multi-task.

General Duties & Responsibilities:

- Customer Service (Relations) - Ensures the highest quality customer experience. Is responsive and courteous.
- Image - Maintains a consistent company image both internally and externally during both business and non-business hours.
- Work Ethic - Demonstrates reliability, punctuality, efficiency and quality. Exercises entrepreneurial spirit for the success and growth of the company and self. Accepts empowerment, responsibility and accountability.
- Communication - Demonstrates ongoing communication with all levels and divisions of the company to enhance teamwork and effectiveness and alignment of company and division goals.
- Teamwork - Supports team objectives and efforts of others on the team. Encourages a spirit of inclusion, participation and belonging.
- Safety and Compliance - Contributes to a culture that ensures that all facilities, equipment and personnel adhere to federal and state safety and compliance regulations.
- Maintenance - Coordinates with operations manager(s) to ensure proper maintenance of property and equipment.
- Credit Policy - Enforces the credit policy of the company.
- Other Duties & Responsibilities as assigned.

Basic Qualifications:

- 2-year degree in Accounting or other business/agriculture related field of study (3-5 years of related job experience may substitute for education).
- 3 years of industry experience.
- Working knowledge of Generally Accepted Accounting Principles (GAAP).
- Working knowledge of Microsoft Office.
- Ability to learn business accounting systems.
- Excellent written and verbal communication skills.

Preferred Qualifications:

- 5 years of industry experience.
- Previous experience as an Administrative Assistant.
- Previous agricultural cooperative or agriculture related experience.

Required Physical Demands:

- While performing the duties of this job, the employee is regularly required to sit, stand, walk, bend, twist or lift objects up to 50 pounds.
- The employee may be required to climb or be at elevated heights to inspect facilities.

Additional Details:

- Legacy Cooperative is an equal opportunity employer and offers competitive salary and benefits. For more information about us, please visit us at www.legacy-cooperative.com.

Receipt Acknowledgement: _____

SIGNATURE

DATE