
Summary

Job Title

Administrative Assistant

Department

Feed

The **Feed Administrative Assistant** computes, classifies, records, and verifies numerical data for use in maintaining accounting records by performing the following duties.

Reports To: Feed Department Manager

Location: Grinnell Mill

Job ID: FD0002

Key Responsibilities

RESULTS

Financial Reporting

20%

- Codes data for input to financial data processing system according to company procedures.
- Verifies and posts details of business transactions, and totals accounts to ledgers or computer spreadsheets and databases.
- Reviews, balances, and interprets computer reports, and makes corrections.
- Compiles cost reports and revenue and balance sheets.
- Extracts general ledger information.

Customer Service

20%

- Investigates problems that vendors or purchasing agents have with obtaining payment for bills.
- Assists employees, vendors, clients, or customers by answering questions related to accounts, procedures, and services.
- Computes and records charges, refunds, cost of lost or damaged goods, freight charges, rentals, and similar items.

A/R, A/P & Invoicing

20%

- Compiles and sorts documents, such as invoices and checks, substantiating business transactions.
- Audits invoices against purchase orders, researches discrepancies, and approves for payment.
- Prepares vouchers, invoices, checks, account statements, reports, and other records, and reviews for accuracy.

Communications	15%
<ul style="list-style-type: none"> • Manages packages, correspondence and electronic communications for Company staff • Answers and directs all incoming calls to the appropriate party promptly and efficiently • Interacts professionally and proactively with customers, visitors and Company staff 	
Scheduling & Office Management	15%
<ul style="list-style-type: none"> • Assists with managing and maintaining staff schedules, calendars, appointments and travel arrangements • Maintains organized records, including filing and scanning all Company, customer and project documents • Maintains the office supply inventory, proactively orders supplies and schedules preventative maintenance of office equipment 	
Confidentiality	10%
<ul style="list-style-type: none"> • Protects the security of customers' and Company's sensitive information and files 	
Total	100%
CORE VALUES	
Leadership (Initiate)	34%
<ul style="list-style-type: none"> • Provides outstanding and courteous customer service in all situations • Contributes to building an environment that attracts and retains committed, positive, high performance team members • Acts as a positive steward of company resources and as a member of our communities • Proactively supports the Vision, Mission, and Values of Key Cooperative. 	
Innovation (Improve)	33%
<ul style="list-style-type: none"> • Create the future through significant positive change • Embrace and execute leading technology and communication • Consistently improve capacity and capability 	
Performance (Excel)	33%
<ul style="list-style-type: none"> • Strong asset management and performance metrics • Care and act responsibly to ensure the safety and well being of ourselves and others • Delivery of sustainable financial return on investments 	
Total	100%

Requirements

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High School diploma and one to two years related experience and/or training; or

equivalent combination of education and experience.

- **Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Computer Skills:** To perform this job successfully, an individual should have knowledge of Accounting software; Database software; Internet software; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations

- Valid Driver's License

Competencies

- **Leadership and Managerial:** Adaptability, Ethics
- **Functional:** Quality, Organizational Support
- **Foundational:** Customer Service, Dependability

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand; sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually quiet.

I acknowledge by signing below that the essential duties and responsibilities outlined in my job description above are accurate, that I can perform the essential duties and responsibilities of my job description, and I understand that my annual performance appraisal results are contingent on how well I execute the essential duties and responsibilities listed in my job description.

Employee's signature

Date

Supervisor's signature

Date

(Supervisors please return the original signed job description document to the Human Resources division)