



AgReserves, Inc.

Job Title: Accounting Clerk

Location: Salt Lake City, UT

Description:

AgReserves, Inc. is a multi-national, multi-corporate company that operates investment farms and ranches throughout the world.

The Accounting Clerk is a member of the headquarters finance team working under the direction of the Accounting Manager. The person filling this position will perform a wide range of basic accounting and clerical functions. This person will also be expected to assist with other duties and assignments as delegated by his/her supervisor.

Essential Job Functions:

- Match, code and enter invoices with correct general ledger codes on timely basis
- Perform file maintenance of A/P and A/R files
- Research and resolve accounts payable issues with vendors
- Perform bank reconciliations
- Process purchasing card paperwork
- Process and track employee expense reimbursements
- Perform data entry for various systems and databases
- Assist in other tasks as assigned

Skills/Education Required:

- Proficiency in Accounting/bookkeeping functions developed through 2 years of post-high school education or training and 2+ years of experience as an accounting clerk or equivalent combination of bookkeeping experience and training
- Good understanding of basic accounting principles, A/P and A/R
- Proficient with 10-key operations
- Experience working with Microsoft Office applications (Excel, Word, Outlook)
- Ability to work well with others
- Possess and demonstrate excellent verbal and written communication skills
- Excellent attention to detail and outstanding organization skills
- Ability to effectively manage time, prioritize work, and multi-task

Benefits:

Salary is competitive and will be based on experience. Full-time employees receive excellent benefits including: Medical, Dental, Group Term Life, Disability, Pension Benefits (401K and Defined Contribution Plan), Flex-Spending, and other miscellaneous value-added benefits.

To Apply: Send resume to careers.ari@ari-slc.com with job title in the subject line.