



Job Posting

Job Title: Accounting Specialist

Location: Deseret Cattle Feeders, LLC

Description:

Deseret Cattle Feeders, LLC (DCF) is a subsidiary of AgReserves, Inc., a management company that operates investment farms around the world. DCF is a commercial cattle feeder operation located north of Satanta, Kansas.

The Accounting Specialist is a member of the Deseret Cattle Feeders, LLC finance and accounting team working under the direction of the DCF Controller. The responsibilities of the Accounting Specialist are to assist in performing various roles related to the accounting function of the feedlot.

Potential Job Functions:

- Accounts Payable – Perform functions related to processing Accounts Payable in a timely manner.
- Commodity Accounting - Perform functions related to feed, medicine, and processing drug inventories. Functions include managing feed contracts, entering drug receipts into the cattle inventory system, and other pertinent tasks.
- Cattle Accounting – Perform functions related to the accurate and timely accounting for DCF cattle inventory.
- HR/Payroll – Perform functions related to Human Resources and Payroll for the feedlot.
- Management Reporting – Assist in the production of key management reporting as needed.
- Assist the GM in maintaining his work calendar, scheduling work-related travel, and other administrative assistant duties as needed.
- Cover receptionist duties as needed.

Skills/Education Required:

- High School Diploma or equivalent required; Proficiency in Accounting/bookkeeping functions developed through 2 years of post-high school education or training and 2+ years of experience as a clerk or equivalent combination of experience and training preferred
- Understanding of basic accounting principles
- 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:

Wage rate will be commensurate with experience. Full-time employees receive excellent benefits including: Medical, Dental, Group Term Life, Disability, Pension Benefits, Flex-Spending, and other miscellaneous value-added benefits.

To Apply: Send resume to crandall@deseretranches.com with 'Accounting Specialist' in the subject line.