



## **Accounting Manager - Cattle**

Location: Omaha, NE

### **Job Summary:**

Responsible for various daily, weekly and monthly financial reporting functions, including but not limited to review and postings of payable, receivable and payroll transactions.

### **Essential Functions include but are not limited to:**

- Review and post commodity and accounts payable batches to include proper commodity settlement, receipt verification, sales tax accuracy and authorizations.
- Research and resolve vendor calls regarding accounts payable.
- Verify and apply cash receipts to A/R transactions.
- Generate and print accounts payable and commodity payable checks.
- Prepare inventory reconciliations, month-end work papers and other month-end duties as assigned.
- Verify and enter daily bank transactions.
- Other duties as may be assigned to accomplish the safe and timely day-to-day operations within the administrative office.

### **Qualifications:**

- Bachelor's degree required and
- 3-5 years accounting experience
- Experience in a cattle feedlot preferred
- Attention to detail
- Ability to handle multiple tasks
- Ability to work with all levels of staff (co-workers and management)
- Excellent Microsoft and Excel software skills
- Accurate data entry skills
- Excellent phone and verbal skills
- Basic knowledge of modern clerical practices

### **Work Environment/Physical Demands:**

- Ability to meet physical demand of the job includes but is not limited to: frequent sitting, standing, frequent computer use, frequent telephone use, some lifting or moving up to 10 lbs.
- Valid driver's license and ability to travel.
- Ability to work after hours/weekends and on call as needed.
- Travel to feedyard locations as needed.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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. Other duties may be assigned.*