

Accounts Payable Clerk-Cattle**Location: Omaha, NE****Essential Functions include but are not limited to:**

- Process accounts payable transactions timely in multiple systems
- Research and resolve any vendor discrepancies
- Responsible for obtaining, tracking and updating required vendor and customer information
- Perform lien searches and obtain proper documentation
- Prepare cattle settlements, including tracking shipments and pricing
- Monitor customer receivables balances and assist with collection efforts for past due accounts
- Reconcile hedge account activity
- Prepare account reconciliations as assigned
- Participate in monthly closing process
- Other duties as may be assigned

Qualifications:

- 2 year accounting/business degree or 3-5 years accounting experience preferred
- Previous experience in a cattle feedlot preferred
- Accurate data entry skills
- Excellent phone and verbal skills
- Attention to detail
- Ability to handle multiple tasks
- Excellent Microsoft and Excel software skills

Work Environment/Physical Demands:

- Ability to meet physical demands 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

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.