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Description automatically generated with medium confidence**

***Manager Shared Services/Lead Accountant***

*The EverGRO Manager Shared Services/Lead Accountant will be a key member of our financial team to help support the accounting activities of the cooperative. The core responsibilities of this position will be focused on month-end valuation, accounting reports, working with auditors and the Division Director – Financial & Credit Services on any discrepancies or challenges that are identified. In addition, the bookkeeping staff will report directly to this position. The Manager Shared Services/Lead Accountant will have an active role in developing their team’s talent, assisting with challenges they may experience and working with them to improve the processes within the accounting function.*

**Essential Job Functions**

*Essential Job Functions may vary due to merchandise mix, customer base, and business volume across EverGRO locations. The list below provides the key essential responsibilities of the position, but is not limited to the following;*

• Fully understand and execute a variety of general accounting tasks, including, inventory entries and tracking, cash/credit receipts, accounts receivable billings, cost of goods sold calculations, bank reconciliations and financial analysis by department/cost center/branch

• Work alongside the Division Director-Financial & Credit Services on activities and entries to the General Ledger

* Lead, develop and mentor bookkeeping team members. Focusing on developing their skill set, assisting with overcoming barriers and helping partner with them to drive process improvements, productivity and efficiencies for the accounting function.
* Provide feedback and suggestions on way to improve processes, systems, and communication to help ensure financial transactions are accurately recorded and reported for internal and external users

• Prepare monthly reconciliations of balance sheet accounts, as deemed necessary and provide leadership month-end financial statement reporting for review

• Must demonstrate strong understanding and ability to use EverGRO’s Merchant Ag system, along with using Microsoft products, such as Excel and Word to communicate and create documents to help summarize and analyze financial information

• Understand and be aware of the cooperative divisions as it relates to providing them support for month end valuations and inventory calculations

• Assist with IT challenges and questions related to the cooperative’s systems working with the Merchant Ag IT representatives on issues involving the accounting functionality

• Answer incoming telephone calls in a professional and courteous manner. Communicate information regarding customer’s account information.

• Demonstrate initiative to learn and effectively apply knowledge of standard operating procedures.

• Communicate regularly with co-workers and supervisor about current assignments. Contribute to department efforts as an active team member. Help co-workers and request support as needed.

• Actively participate in on-the-job training, on-line courses, formal and informal classes and/or coaching opportunities offered by EverGRO and as required by supervisor.

• Perform work safely as to not cause harm to yourself, co-workers, equipment, or inventory. Utilize Personal Protective Equipment (PPE) as required. Operate all equipment according to OMC policy and government regulations. Comply with OSHA regulations, EverGRO Environmental Health and Safety (EHS) standards, work rules and policies.

• Perform all other job functions as assigned.

**Qualifications- REQUIRED**

*A combination of completed coursework OR degree completion and relevant experience may be considered in lieu of years of experience required.*

**Education:**

* Requires an Associate’s Degree (or higher) in Accounting, Finance, or a related field

**Experience:**

* At least five (5) years of experience in a professional working environment in an accounting or financial position, preferably within the agriculture industry
* Valid Driver’s License

**Qualifications – PREFERRED**

* Experience directly leading or managing a team, preferably within an accounting/financial function
* Certified Public Accountant (CPA)
* More than five (5) years in an accounting role, preferably within the agriculture industry; experience working with taxation and auditing support

**A successful individual in this position will be able to successfully perform the following responsibilities or be able to develop and demonstrate the following capabilities in a reasonable timeframe upon joining the team:**

* Able to be a proactive, hands-on team member that acts with a sense of urgency regarding concerns or challenges that arise upon supporting the financial systems throughout the cooperative
* Able to consistently demonstrate customer-focused interpersonal skills, communicate in a positive and professional manner and resolve complex customer inquiries
* Able to demonstrate analytical mathematic skills; utilizing Microsoft Excel or other products to assist with communicating various financial reports
* Attention to detail, especially when handling inventory, equipment and tools, or cash transactions
* Able to speak, read, write the English language in a proficient manner
* Able to work extended hours to meet business demands
* May require the safe operation of an OMC motor vehicle to perform essential job functions and mandatory compliance with the OMC motor vehicle safety policy

**Work Environment**

Primarily performs essential job functions in an office environment. May be required to report to work during adverse weather conditions.

**Physical Activities & Requirements**

* **Continuously** Manual dexterity (fingers and hands), use hands in repetitive motion, utilize eye/hand coordination, sit.
* **Frequently** reach with arms and hands, stand, walk, turn, and twist head/neck and back/waist; pull, push, lift, carry up to 35 pounds.
* **Occasionally** balance, bend, climb, crouch, stoop; pull, push, lift, carry up to 50 pounds with assistance.

Must be able to communicate with customers and counterparts regarding business and financial matters. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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| **Activity/Requirement** | **Continuously** | **Frequently** | **Occasionally** |
| Manual dexterity (fingers and hands) | X |  |  |
| Repetitive motion hands | X |  |  |
| Eye/Hand Coordination | X |  |  |
| Sit | X |  |  |
| Reach with arms and hands |  | X |  |
| Stand |  | X |  |
| Walk |  | X |  |
| Turn and Twist head and neck; back and waist |  | X |  |
| Pull, push, lift, carry up to 35 pounds |  | X |  |
| Balance |  |  | X |
| Bend |  |  | X |
| Climb |  |  | X |
| Crouch |  |  | X |
| Stoop |  |  | X |
| Stand/walk concrete, uneven surfaces |  |  | X |
| Drive |  |  | X |
| Pull, push, lift, carry up to 50 pounds |  |  | X |

**Tools & Equipment**

Able to utilize a computer, printer, copier, fax, calculator, manuals, spreadsheets, and forms, writing instrument, telephone and related office equipment and systems.

EverGRO Cooperative is an Equal Opportunity Employer and does not discriminate against individuals based on their race, color, religion or belief, national or ethnic origin, sex (including pregnancy), age, disability, sexual orientation, gender identity, veteran status, family medical history or genetic information, or any other status protected by federal, state or local laws or regulations.

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, functions and skills required for this job. Functions and requirements may change at any time with or without notice. This job description is a summary of essential job functions necessary for the satisfactory performance of this position. Reasonable accommodation may be made to enable those with disabilities to perform the essential job functions. Job functions may vary by location.*