

Accounting and Customer Service Assistant

Location(s): Carrollton, MO

Classification: Hourly

Job Description

Ray-Carroll Co. Grain Growers Inc. has an immediate opening for an Accounting and Customer Service Assistant! Do you have a passion for serving the local community, customer service and all things agricultural? Would you consider yourself to be an outgoing leader? Then come join our team!

About Ray-Carroll Co. Grain Growers Inc.

Ray-Carroll has been proudly serving customers since 1931. Ray-Carroll is a full-service cooperative offering products and services in Grain, Agronomy, Feed, and Energy. While we're based in Richmond, Missouri, we also have locations in Brunswick, Carrollton, Corder, Hardin, Mayview, Norborne, Slater, Sumner, and Wakenda, as well as a grain terminal in St. Louis. From LP delivery to precision agriculture Ray-Carroll prides itself on being a progressive leader in today's agricultural world. Ray-Carroll continues to invest in personnel, facilities, resources, equipment, and technology to ensure that its products and services are able to meet the ever-changing demands of the producer and consumer.

At Ray-Carroll Cooperative we have a family-friendly culture that strives for family flexibility and a healthy work/life balance. We believe our employees are our most important asset which is why we offer excellent benefits, competitive wages, and the opportunity to grow professionally. While we specialize in Grain, Agronomy, Energy, Feed, and Safety, our most important business is developing effective relationships with the people we serve.

Essential duties and responsibilities:

- Contract entry, application, and reconciliation
- Prepare payments for customers
- Inventory management
- Follow established procedures for processing contracts, receipts, and settlements
- Communicate with customers via phone, mail, face-to-face, and e-mail
- Resolve accounting discrepancies
- Work with team members to accomplish company vision and core values
- Ensure the completeness and accuracy of data on accounts
- Other duties assigned as necessary

Basic Qualifications:

- Ability to multi-task and prioritize while maintaining attention to detail
- Strong written and verbal skills
- Highly committed and energetic approach to getting work accomplished
- High School diploma or GED

Work Schedule

The typical schedule for this position is Monday through Friday from 8:00 am to 5:00 pm. During the peak agricultural seasons of spring and fall additional hours, including weekends will be required.

Ray-Carroll offers an exceptional benefit package that may include:

- Healthcare
- Dental
- Vision
- Coop Retirement Plan with company contribution
- Optional 401K with company matching
- Life Insurance
- Cafeteria Plan
- Long-Term Disability
- Paid Vacation & Holidays
- Uniform Allowance