

Bookkeeper:

Bauman Agency is a small, team oriented, customer focused, family owned ag company with multiple business entities, located 9 miles north of Huron, SD. We value honesty, integrity, and implement a long-range focus in serving area farmers and their families with their unique prosperity management needs. A farmer's perspective is employed at all levels in the company and a thorough working knowledge is prized. We are looking for a bookkeeper to join our successful and friendly team. Apply today!

Responsibilities:

- **Perform all tasks in an accurate and timely manner with a high level of discretion**
- Track income and expenditures
- Payroll and payroll taxes
- Account reconciliation
- Maintain and balance the general ledger
- Accounts payable functions including reviewing, coding, and processing payments
- Accounts receivable functions including invoicing, deposits, collections, and revenue recognition
- Prepare financial reports
- Interpret and apply accounting policies, rules, and regulations to all work
- Ensure accounts are current and accurate using QuickBooks, spreadsheets, and other tools
- Prepare documents and data for company's accountant
- Maintain records of inventory
- Prepare generate and file financial inventory reports
- Prepare monthly Balance Sheet reports
- Assist management with budget preparation and cash flow analysis
- Maintain staff records, benefits, and compliance
- Assist management in maintenance of employee files
- Order supplies
- Sales Tax rules and reporting
- Assist in all other operations as needed

Qualifications:

- Thorough knowledge and understanding of GAAP
- Strong verbal and written communication skills
- Proficient in QuickBooks and Microsoft Excel
- Experience with accounts payable, accounts receivable, payroll, and general ledger
- Excellent data entry skills
- High degree of accuracy and attention to detail
- Strong math skills
- Efficient and neat work style

- Thrives in a fast-paced environment
- Flexible
- Enjoys people, courteous, kind, and sincere
- Positive outlook, pleasant demeanor, and sense of humor
- Works well under pressure
- Open to new ideas
- Customer service focused
- Meets deadlines
- Team player
- Multitasker
- Develops rapport easily
- Solution oriented
- Reliable and Consistent
- Straightforward

Preferences: **One or more** of the following:

- Bachelor's degree in Accounting, Finance, or related field
- 2 year degree in a related field
- 2-5 years relevant experience working in accounting and bookkeeping
- 2-5 years experience in an ag field
- Ag background

Position is full time with option of part-time with a minimum of 30 hours per week, 4 days/week for the right candidate. Full time hours are 8:30 - 4:30 M-F with extended hours in May & June. This position might appeal to someone with school age children as 9-3, 5 days per week is an option. Starting wage of \$15/hour is negotiable depending on experience and qualifications and whether full or part time. Preferred start date December 1, 2020.

Full time benefits: Flexible Schedule, Health Insurance, Paid holidays/vacation and sick leave, Simple IRA matching, fun place to work!

To apply, email your resume and references to louise@baumanagency.com or mail to 19897 SD Hwy 37, Huron, SD 57350.