

Job Description
Midwest Dairy Association

Job Title: Associate Accountant

Department: Shared Services

Reports To: Vice President, Accounting

Date: March 2024

Purpose: This position is responsible for accurate processing of accounting transactions and maintaining sound accounting information for the purpose of reporting to staff and management.

Key Result Areas

A.	Performs accounting functions to promote efficiency and strong internal accounting controls in the accounting department.	80%
	<ol style="list-style-type: none"> 1. Prepares accounts receivable invoices for the malt wagon rental program. 2. Enter cash receipts for five legal entities into the accounting system along with maintaining related files. 3. Enters employee expense reports into the accounting system. 4. Provide other support and back-up for accounts payable processing as needed. 5. Provides accounting support for state fair concession operations. 6. Prepares budget data for upload into the accounting system. 	<p style="text-align: right;">*</p> <p style="text-align: right;">*</p> <p style="text-align: right;">*</p> <p style="text-align: right;">*</p> <p style="text-align: right;">*</p> <p style="text-align: right;">*</p>

B.	Prepare financial statements, budgets, audit workpapers, and other management reports as needed to provide information for management and board decision making.	5%
	<ol style="list-style-type: none"> 1. Prepare annual internal financial statements for Midwest Dairy Council. 2. Prepare Form 990-N tax returns for Midwest Dairy Council. 3. Assists with other tax-related projects as needed. 4. Prepares budget and audit workpapers and other accounting spreadsheets as assigned. 	<p style="text-align: right;">*</p> <p style="text-align: right;">*</p> <p style="text-align: right;">*</p> <p style="text-align: right;">*</p>

C.	Perform account analysis and other miscellaneous accounting functions to promote efficiency in the accounting department.	15%
	<ol style="list-style-type: none"> 1. Prepares time summaries, MN Dept of Agriculture non-compliance and other accounting reports and projects, e.g. NDB & USDA reports. 2. Runs, reconciles, and posts monthly cost center and management reports for budget managers and accounting staff using accounting report writer systems. 3. Manages and assists with County American Dairy Association projects and communication as needed. 4. Perform other accounting support duties, as requested. 	<p style="text-align: right;">*</p> <p style="text-align: right;">*</p> <p style="text-align: right;">*</p> <p style="text-align: right;">*</p>

* = Essential Functions are defined as those functions that an individual who holds or desires the position must be able to perform unaided or with reasonable accommodation. Functions may be considered essential if:

1. the position exists for performance of the function
2. a limited number of employees can perform the function, and it, therefore cannot be reassigned; or
3. the function is specialized and requires certain expertise to perform it.

JOB SPECIFICATIONS

Education and Experience

Bachelor's Degree in Accounting, Business or a related field is required. At least two years work experience in an accounting role; or a combination of education and experience providing equivalent knowledge is strongly preferred.

Knowledge, Skills, and Abilities

Knowledge:

1. Knowledge of accounting system functions, specifically accounts payable, accounts receivable and cash receipts.
2. Knowledge of and ability to utilize personal computers and related software for spreadsheet, word processing, and database systems.
3. Knowledge of standard accounting software and accounting report writers.

Skills:

1. Skill in performing mathematical equations including calculating percentages and ratios.
2. Skill in investigating and resolving problems in a timely and efficient manner.
3. Skill in developing and maintaining positive working relationships with external and internal customers.
4. Skill of preparing written materials to meet purpose and audience.

Abilities:

1. Ability to organize/categorize information and files for easy storage and retrieval.
2. Ability to work cooperatively and collaboratively with a team of individuals.
3. Ability to coordinate multiple tasks and projects, including, but not limited to scheduling and prioritizing.
4. Ability to work independently with little supervision.
5. Ability to give attention to detail.
6. Ability to present both self and ideas, orally or in writing, using knowledge and the perspective of the audience, so that the ideas are understandable and credible.
7. Ability to work two to three evening or weekend shifts during the Minnesota State Fair.
8. Ability to travel one time per year.

Physical Demands: While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop and kneel. Vision abilities required by this job include close vision.

Work Environment: While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is working in an office/home office environment. The noise level in the work environment is quiet to moderate.