

**Job Description**  
**Midwest Dairy Association**

**Job Title:** Staff Accountant

**Department:** Shared Services

**Reports To:** Vice President - Accounting

**Date:** September 2023

**Purpose:** This position is responsible for maintaining sound accounting information for the purpose of reporting to staff, management, and the Board of Directors.

**Key Result Areas**

<b>A.</b>	<b>Maintain the general ledger and subsidiary ledgers for assigned companies in accordance with generally accepted accounting principles to accurately reflect each company's financial situation.</b>	<b>45%</b>
	<ol style="list-style-type: none"> <li>1. Prepare monthly journal entries and month-end closings in a timely manner.</li> <li>2. Review general ledger and subsidiary balances for accuracy; investigate and prepare adjusting entries for discrepancies and errors.</li> <li>3. Process cash receipts for Midwest Dairy, ADA of the Midwest, ADA of South Dakota, ND Dairy Promotion Commission, and MN Dairy Promotion Council.</li> <li>4. Review and approve accounts payable invoices for payment in a timely manner.</li> <li>5. Set up new vendors in the accounting system.</li> <li>6. Monitor cash balances and invest excess funds in certificates of deposit, money market funds or insured savings accounts in accordance with investment policies and to ensure adequate cash flow and maximum interest earnings.</li> <li>7. Act as liaison with finance staff at the State of North Dakota and South Dakota.</li> </ol>	<p style="margin: 0;">*</p> <p style="margin: 0;">*</p> <p style="margin: 0;">*</p> <p style="margin: 0;">*</p> <p style="margin: 0;">*</p> <p style="margin: 0;">*</p> <p style="margin: 0;">*</p>
<b>B.</b>	<b>Prepare financial statements, other management reports, budgets and audit workpapers for assigned companies as needed to provide information for management and board decision making.</b>	<b>30%</b>
	<ol style="list-style-type: none"> <li>1. Develop internal financial statements, board reports and variance analyses as needed.</li> <li>2. Prepare monthly checkoff revenue reports in a timely manner.</li> <li>3. Prepare external financial reports as needed, e.g. USDA reports.</li> <li>4. Prepare assigned revenue and expense budgets, and budget reports for board and staff.</li> <li>5. Monitor and analyze budget variances for administrative &amp; program areas throughout the year.</li> <li>6. Coordinate and prepare audit workpapers working directly with external auditors to answer questions and provide information requested.</li> <li>7. Provide information for the preparation of annual federal and state tax returns.</li> <li>8. Prepare and submit personal property tax returns.</li> </ol>	<p style="margin: 0;">*</p> <p style="margin: 0;">*</p> <p style="margin: 0;">*</p> <p style="margin: 0;">*</p> <p style="margin: 0;">*</p> <p style="margin: 0;">*</p> <p style="margin: 0;">*</p> <p style="margin: 0;">*</p>
<b>C.</b>	<b>Process payroll to assure timely and accurate payment of wages and compliance with federal, state and local laws.</b>	<b>20%</b>
	<ol style="list-style-type: none"> <li>1. Process payroll using a third-party online payroll system.</li> <li>2. Record payroll journal entries and maintain payroll allocations.</li> <li>3. Reconcile payroll sub-ledger to the general ledger.</li> </ol>	<p style="margin: 0;">*</p> <p style="margin: 0;">*</p> <p style="margin: 0;">*</p>

	4. Prepare, reconcile and transmit employee withholdings, including 401(k), LTD, dental, flexible spending accounts and HSA.	*
	5. Prepare year-end reports for audits, tax returns, Affordable Care Act and other benefit plan reporting.	*
	6. Ensure compliance with current reporting requirements and government regulations.	*
	7. Review monthly, quarterly, and year-end payroll reports for accuracy and proper filing.	*
	8. Answer inquiries from employees and state agencies.	*
<b>D.</b>	<b>Perform account analysis and other miscellaneous accounting functions to promote efficiency in the accounting department.</b>	<b>5%</b>
	1. Perform other accounting support duties, as requested.	*
	2. Prepare other miscellaneous reports as needed.	*

\* = 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 a certain expertise to perform it.

## **JOB SPECIFICATIONS**

### **Education and Experience**

1. Bachelor's degree in accounting, business or a related field is required.
2. At least two years of work experience in full charge bookkeeping or accounting; or a combination of education and experience providing equivalent knowledge is preferred.
3. Experience with processing payroll from start to finish is preferred.
4. Experience with forecasting and budget preparation is preferred.

### **Knowledge, Skills, and Abilities**

#### ***Knowledge:***

1. Knowledge of accounting system functions, specifically accrual basis accounting, 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 simultaneously, 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 travel on occasion.

**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 finger, 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 accommodation 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.