



SMITH FERTILIZER & GRAIN

Location: Knoxville, Iowa

Company: Smith Fertilizer & Grain

Career Type: Accounts Payable Clerk

Job Type: Full-Time

Minimum Experience Required: 1 to 3 years

Salary: Competitive Wage Based on Experience

Smith Fertilizer & Grain has an immediate opening for a full-time Accounts Payable clerk at our Knoxville, Iowa location. This position features a competitive wage and full benefits package.

Full time employees are eligible for the following benefits:

- Group Health Insurance
- Dental Insurance
- Vacation
- Paid Holidays
- 401(K)
- Tuition reimbursement/Earn while you learn
- Clothing/Uniform Allowance
- Employee Discounts
- Aflac Insurance

Responsibilities and Duties

- Reconcile processed work by verifying entries and comparing system reports to balances.
- Charge expenses to accounts and cost centers by analyzing invoice/expense reports.
- Payment of bills, ensuring received credits are applied, monitoring accounts for discrepancies.
- Maintain accounting ledgers by verifying and posting account transactions.
- Verify vendor accounts by reconciling monthly statements and related transactions.
- Disburse petty cash by recording entry, verifying documentation.
- Report sales taxes by calculating requirements on paid invoices.

Qualifications and Skills

- Tracking budget expenses
- Attention to detail
- Thorough, organized, analytical
- Excellent customer service skills required
- Ability to multi-task
- Must enjoy working with the public
- Proficient with all Microsoft office products
- 10 key adding machine
- Background knowledge of farming preferred

Application Method:

1. Download and complete the Office Application found at <https://www.sfgiowa.com/Careers>
2. Submit the application online and select the position you are applying for.
3. Completed applications and resumes may also be emailed to KristinS@SFGIowa.com