

Job Title:	Accounting Clerk	Job Category:	General
Department/Group:	Office	Job Code/ Req#:	
Location:	Marion N.D.	Travel Required:	Yes
Level/Salary Range:	DOE	Position Type:	Full-Time
HR Contact:		Date posted:	8/2023
Applications and resumes accepted by:			
E-mail: jschimming@plainsgrain.com		Mail: Plains Grain & Agronomy Cooperative Attn: Jess Schimming 5415 136 th Ave SE Enderlin, ND 58027	
Job Description			
<p>Plains Grain & Agronomy Cooperative is seeking self-motivated, organized, Grain Accounting Clerk. The primary responsibility of this role includes but is not limited to working with customers by face-to-face interactions and by phones systems, internal merchandisers, and elevator facility personnel.</p> <p>Role and Responsibilities</p> <ul style="list-style-type: none"> • Answer and transfer incoming phone calls. • Greeting and assisting customers. • Grain ticket applications to purchase and sale contracts. • Processing grain settlements and advances. • Communicate in person and/or by phone with customers and team members. • Handle internal and external customer inquiries with positive customer service. • Processing agronomy delivery tickets. • Backup for other department positions as volume and workloads dictate. • Other miscellaneous tasks and duties as assigned. <p>Qualifications and Education Requirements</p> <ul style="list-style-type: none"> • Ability to lift 25 lbs. • Excellent time management and customer service skills. • Basic accounting principles knowledge. • Minimum of 2-3 years of professional work experience. • An associate degree or bachelor's degree is preferred. • Must pass pre-employment drug screen. <p>Preferred Skills / Experience / Certifications</p> <ul style="list-style-type: none"> • Experience with Agvance. • Knowledge of agricultural production. • An associate degree or bachelor's degree is preferred. 			
Employment Applications are available on our website. (http://www.plainsgrain.com/about-us-careers.php)			



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