

Northern Partners Cooperative Position Description

Position Title:	Office Administrator		
Position Grade Level:	3	FLSA:	Non-Exempt
Division/Department:	Administration		
Location:	Malden		
Reports To (Title Only):	Chief Financial Officer		
Date of Original Position Description:	07/2016		
Date of Revision:	11/04/2016		

Is this Position (Check One): *Double-click gray check box & select "checked" as the default value in the dialog box for the one you choose*

New Position

Updated Position

A. Position Summary: Describes the nature and level of work.

The Office Administrator will keep a complete, accurate, and systematic set of records for all chemical and grain inventory transactions carried out by the cooperative in a manner that will optimize the cooperative's market share and savings, improve the cooperative's efficiency, help achieve the cooperative's mission and goals, and result in outstanding customer service.

B. Essential Functions: These are the duties that are essential to why the Position exists. Each duty must take at least 10% of an incumbent's time to be considered essential. Duties that take less than 10% of time should be included in Section C (Other Duties).

1. **Accounts Receivable:** Posts all receivables accurately and in a timely manner. Prepare customer settlements. (35%)
2. **Accounts Payable:** Reviews all invoices for appropriate documentation and approval prior to payment. Enters all chemical vouchers for payment. (20%)
3. **Reporting:** Reconcile cash receipts and prepare bank deposits daily. Reconcile in-house and credit card sales. Keep all personal accounts current. Post sales invoices to inventory records daily. File sales invoices and purchase invoices daily. Reconcile inventories at the end of the month. Archive and maintain records. (20%)
4. **Office Support:** Acts as a liaison between branch and corporate accounts payable departments. Assists corporate financial officer and branch personnel as necessary. Works with department manager to resolve errors and discrepancies. Collect bi-weekly time cards, fill out summary spreadsheet, and turn in before 9 AM on appropriate payroll weeks. (10%)
5. **Customer Service:** Answers all incoming calls in a timely and professional manner. Greets customers in a friendly and courteous manner. Maintains a positive attitude that promotes

team work within the cooperative and a favorable image of the cooperative. (10%)
C. Other Duties: If applicable, list those duties that take at least 5% but less than 10% of the incumbent's time, and include % of time as above.
<ul style="list-style-type: none"> • Other duties as assigned. (5%)
D. Supervisory Responsibility: For Positions with supervisory responsibility, an Organizational Chart, with incumbent TITLES indicating direct and indirect supervision may be used in lieu of listing employee Position titles below.
Does this Position have supervisory responsibility? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
E. Supervision Required:
<input type="checkbox"/> Direct Supervision – work is closely reviewed and procedures are established, work is of a routine nature.
<input checked="" type="checkbox"/> General Supervision – work is assigned with intermittent review necessitating the use of independent judgment in choosing work methods and performing Position duties without close review.
<input type="checkbox"/> Minimal Supervision – work is often established by the incumbent and procedures are prioritized by individual in order to accomplish complex goals and tasks. There is relatively little routine work and decision-making is required.
<input type="checkbox"/> Self-Directed – very complex duties require complex problem solving and high level authority delegated with review on a quarterly or annual basis determined by organizational goals and strategies driven by the mission. Duties are almost totally non-recurring.
F. Education: List the <u>minimum level</u> of education required to perform the work at the entry level of the Position.
<ul style="list-style-type: none"> • High School Diploma or equivalent is required. • Associate degree in accounting or finance is preferred.
G. Experience: List the minimum amount of experience required to perform the work at the entry level of the Position.
<ul style="list-style-type: none"> • 3-5 years of previous accounting and/or account payable work experience is preferred.
H. Knowledge: Describe the things that the employee must know (knowledge) to be able to perform the essential functions.
<ul style="list-style-type: none"> • Knowledge of accounting processes and bookkeeping. • Knowledge of inventory processes.

I. Skills: Describe the things that the employee must be able to do (skills).
<ul style="list-style-type: none"> • Approachable; puts others at ease, give full attention, shows interest, responds appropriately. Builds relationships both internally and externally through professional and highly developed verbal and written communications. • Organized; has the capability to work on several projects while maintaining ease and a level head of thinking and rational. • Analyzes problems and sources of conflicts, communicates with direct reports for help with resolution and problem solving.
J. Reasoning Ability: Describe the things that the employee must analyze (reason or interpret) as a part of their daily work.
<ul style="list-style-type: none"> • Ability to function independently where appropriate but to recognize when issues escalate and need to be referred to other resources. • Ability to assess a situation and determine the best course of action (independent judgment).
K. Physical Demands: Describe the things that the employee must be able to physically manage in performing their Position. Select one from the below list and add any additional information.
<input checked="" type="checkbox"/> Physically comfortable (office) <input type="checkbox"/> Light effort (stooping/bending) <input type="checkbox"/> Moderate – walking/standing for long periods <input type="checkbox"/> Considerable physical exertion <input type="checkbox"/> Strenuous – lifting of 75 # or more

Approvals	
Employee:	
Signature:	Date:
Manager Approver:	Title:
Signature:	Date:
HR Approver:	Title:
Signature:	Date: