***Ag Management Solutions, LLC***

Ag Management Solutions (AMS) is seeking a highly motivated, progressive ***Senior Accountant*** in our Red Lake Falls, MN office who has the ability to problem solve numerous business finance functions.

**POSITION SUMMARY:**

Under the supervision of the Chief Financial Officer, the Senior Accountant accurately completes accounting, finance and record-keeping tasks as they pertain to the Ag Management Solutions umbrella of organizations. The Senior Accountant is responsible for financial functions including but not limited to the following areas: Financial Reporting, A/P, A/R, Payroll, Grant Accounting, and Other Duties.

**PRIMARY RESPONSIBILITIES**

**Financial Reporting**

* Maintain and distribute monthly internal/external reports.
* Maintain asset and depreciation schedule and post monthly entries.
* Reconciliation of subsidiary ledger accounts to general ledger.
* Implement accounting processes aligned with audit standards.
* Prepare and report on the annual operational budgets.
* Generate reports as requested by the CEO, Executive Director, CFO or Program Managers.

**Accounts Payable/Receivable:**

* Ensure accuracy of entries and approval process for accounts payables.
* Coordinate, process, and approve purchase journals/check registers.
* Review all invoicing and other accounts receivable entries for accuracy.
* Maintain filing and accounting system updates for applicable vendors/customer records.
* Initiate bank transfers

**Payroll:**

* Process monthly payroll transactions for AMS and its applicable clients.
* Maintain payroll systems by updating employee information.
* File payroll reports with state and federal agencies.

**Grant Accounting**

* Provide basic financial oversight for grant funded projects.
* Monitor expenses for allowable uses for government and other grant funding sources.
* Provide reporting and reconciliation for grant/contract invoicing and bills.

**Other Duties**

* Function as lead representative for client questions.
* Assists CFO with year-end financial audit preparation.
* Assists in annual first purchaser compliance reviews.
* Supports other activities deemed necessary to help the finance department function optimally.

**Qualification Requirements**

* Bachelor’s degree in accounting or bachelor’s degree in business with emphasis in accounting/finance.
* Minimum of five years progressive financial management experience, preferably non-profit fund accounting.
* Demonstrated experience and knowledge of accounting rules, regulations, policies and procedures.
* Knowledge and experience with MS Office products, Quickbooks, Sage Intacct or similar systems.
* Highly motivated, organized, accurate and detail oriented.
* Effectively communicate with all levels of staff and the Board of Directors.
* Ability to work both individually and in a team setting while managing multiple projects and programs.
* Available to work evenings and weekends as job requires, travel intrastate and interstate and furnish own transportation for reimbursement of expenses at established rate.
* Maintain confidential/sensitive information.

**WORKING CONDITIONS**

Working conditions include normal office environment as well as minimal intrastate and interstate travel

**COMPENSATION**

Ag Management Solutions offers a competitive total compensation package. Salary will be commensurate with experience. Benefits include health, dental, life/disability, retirement plan and generous paid time off.

**TO APPLY**

Please send a cover letter and resume via our website, email or US Mail to:

<https://agmgmtsolutions.com/careers-2>

Human Resources

1020 Innovation Lane

Mankato, MN 56001

[HR@agmanagementsolutions.org](mailto:HR@agmanagementsolutions.org)

No phone calls, please.

Equal Opportunity Employer

**ABOUT AG MANAGEMENT SOLUTIONS**

Owned by Minnesota Soybean Growers Association and Minnesota Soybean Research & Promotion Council, Ag Management Solutions, LLC is an agricultural service organization working hard to advance opportunities for key organizations whose objectives support the profitability of soybean farmers. We offer an engaging environment where our team’s efforts can help solve new challenges and have a significant impact on agriculture.