



Eastern Colorado Seeds, LLC.
“Seeding Tomorrow’s Success Today”

Administrative Assistant/Bookkeeper

Responsibilities include assisting with and executing a variety of financial procedures, including accounts payable, accounts receivable, bank reconciliations, and day to day accounting duties.

DUTIES:

- Assist CFO in preparing and analyzing financial statements
- Assist CFO in preparing and analyze general ledger account activity and perform G/L reconciliations monthly
- Prepare bank reconciliations for all accounts
- Process monthly AR statements for all accounts
- Assist CFO in preparing monthly journal entries for various accruals, prepaids, and other balance sheet accounts
- Maintain full cycle accounting books through QuickBooks
- Processing of full cycle AP and AR
- Assist Management in Administrative duties
- Maintain orderly files and records for audit and reference
- Assist with establishment/maintenance of accounting policies and procedures
- General bookkeeping as needed
- Maintain/order office/point of sale supplies.
- Answer phone and follow up with salespersons

KNOWLEDGE AND SKILL REQUIREMENTS:

- Associates or bachelor’s degree in accounting or finance
- Full confidentiality is crucial
- Attention to detail and accuracy without sacrificing efficiency is crucial
- Solid communication skills (written, verbal, and interpersonal) are required
- Excellent planning, organizational and time management skills are vital
- Analytical thinking, sound judgement, and problem-solving skills are needed
- Ability to work both independently and as a team player are essential
- Capacity to multi-task and prioritize workload in a fast-paced environment is necessary
- Experience with QuickBooks is a must
- Proficient in office computer software use (Word, Excel, Outlook, etc.)
- Practical knowledge of accounting theories and practices (GAAP)
- General tax knowledge
- Strong mathematical and analytical skills
- The ability to meet deadlines
- The ability to communicate complex data in a clear way
- Customer service skills
- Excellent data entry skills

P. O. Box 546 ~ Burlington, CO 80807 ~ Office 719.346.9351 ~ Fax 877.217.9156
Clovis, NM - Dumas, TX
www.ecseeds.com

JOB TYPE: Full-time

BENEFITS:

- Health insurance
- Dental insurance
- Paid time off
- Vision insurance

SCHEDULE:

- Monday to Friday, some Saturdays

EDUCATION:

- High School Degree or GED
- Associate (Preferred)

EXPERIENCE:

- QuickBooks: 1 year (Preferred)
- Bookkeeping: 1 year (Preferred)

Please send resume to sales@ecseeds.com or stop by our Burlington office and fill out an application.
Please Call 719-346-9351 for more information about position.