

Branch Bookkeeper

Location: Osborne, KS

Midway Co-op's mission is to serve our communities with a financially sound, professionally managed cooperative offering quality products and services at competitive prices.

Description

As the Branch Bookkeeper at Midway Co-op, you'll play a vital role in delivering exceptional service to our customers while supporting daily operations. Your responsibilities will include:

- Providing outstanding customer service in person and over the phone.
- Accurately handling grain and fuel transactions, daily cash and credit reconciliations, and merchandise ordering and receiving.
- Preparing invoices, enforcing credit policies, and maintaining accurate records.
- Supporting grain scale operations and ensuring timely and accurate invoice and contract processing.
- Promoting the use of Co-op products and services while maintaining a clean and organized workspace.
- Demonstrating proficiency with computer operations and software, with a willingness to learn new tools.

This full-time role typically requires 40-45 hours per week, Monday through Friday, with Saturdays as needed during peak seasons. Flexibility and teamwork are key as hours may fluctuate based on customer needs.

Basic Qualifications

- High school diploma or equivalent.
- Proficiency in computer operations, including spreadsheet, word processing, accounting, and inventory software.
- Strong organizational, analytical, and problem-solving skills.

- Ability to manage customer interactions effectively, resolve issues promptly, and maintain confidentiality.
 - Willingness to work flexible hours, as needed, to meet deadlines.
 - Physical ability to walk, climb stairs or ladders, kneel, lift up to 50 pounds, and sit or stand for extended periods.
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Preferred Qualifications

- Two (2) years of related experience and/or training in bookkeeping, accounting, or customer service.
- Experience in cooperative or agricultural industries.
- Strong written and verbal communication skills with attention to detail.
- Ability to adapt to change and manage multiple priorities in a fast-paced environment.

Become a part of Midway Co-op's mission to serve our communities and grow with us as we continue to deliver quality products and services.