



**Job Title:** Inventory Coordinator/Bookkeeper

**Reports To:** Office Manager

**Labor Grade:** Hourly

PO Box 316

Max, ND 58759

**Phone** 701-679-2578

**Job Summary:** Acts as the primary customer service representative of Scheresky Ag Service, tracks inventory, and completes other office functions in a timely and accurate fashion.

**Essential Job Functions:**

- Answers phones, directs calls to appropriate persons, and takes accurate messages.
- Greets customers in a courteous and professional manner.
- Counts inventory weekly and reconciles physical inventory against accounting software inventory and Asset Tracker inventory.
- Enters incoming and outgoing inventory and equipment into Asset Tracker system.
- Enters Bills of Lading and matching Product Invoices from vendors.
- Creates customer invoices, sales orders, and mailings.
- Double counts incoming and outgoing products.
- Trains seasonal employees in proper procedures used in warehousing, shipping & receiving, safety, and more, and assures procedures are being followed correctly.
- Communicates effectively with other personnel regarding all issues as they arise.

**Other Job Functions:**

- Prepares annual reporting of sales via Data Dimensions and other platforms.
- Updates Restricted Use Pesticide files regularly, and updates SDS files annually.
- Downloads as-applied maps and prepares application records for processing.
- Maintains vehicle inventory and licenses.
- Maintains office and office equipment as needed.
- Tracks and orders office and safety supplies.
- Assists with loading or unloading chemicals with a forklift, if needed.
- Follows all safety rules and regulations and maintains a safe work environment.
- Performs all other duties as assigned by supervisor.

**Essential Job Requirements:**

- General knowledge of accounting principles and practices.
- Working knowledge of Microsoft Word & Excel.
- Positive customer service attitude.
- Ability to communicate effectively with customers, vendors, and co-workers.
- Ability to climb, bend, work outdoors at times, and lift 50 pounds.
- Ability to perform job functions in an organized and timely manner.
- Ability to work overtime when needed.
- Ability to keep all Scheresky Ag Service and Scheresky Farm information confidential.
- Ability to work well with others in a team environment.

**Certification:** I certify that I am physically and mentally capable of performing all of the essential job functions listed above and that I have been dually informed of those functions.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note:** This position description may change as management deems necessary.