

OFFICE CLERK

Stocker yard: Reeder Cattle Company

Contact: Cheri Allard at 806-753-4533 or cheri.reedercattle@xit.net

Position Description: Responsible for accurate data entry into the cattle system and accounting software. Keep accurate data of farm records. Variety of activities in the office, including filing, answering phone, mail distribution, order supplies, organizing documents, basic bookkeeping and more.

Responsibilities:

- Daily data entry of cattle information in cattle system
- Processing accounts payable and accounts receivable
- Receive incoming commodities
- Accurate data entry of farm records, FSA reports, North plains Ground Water reports,
- Ability to organize and maintain files and records, ensuring they remain updated and are easily accessible
- Willing to perform various office duties, as assigned

Requirements:

- Valid Driver's License
- A background in Agricultural and cattle/farm experience
- Detailed-oriented person
- Strong written and verbal communication skills
- Must be able to work independently in a team setting
- Excellent computer skills for Microsoft office