

ICON Ag & Turf Bookkeeper



Position Specifics:

Department: Administrative

Reports to: Controller

Purpose:

Accurately keep the financial records for the entire company.

We accomplish these things by conducting business in accordance with these core values.

- **Integrity** – Mutual honesty, trust, fairness, and respect with all stakeholders including customers, employees, and communities.
- **Financial Success** – Making sound business decisions to ensure long-term profitability for all, including employees, customers, and owners. Financial success is dependent on integrity, excellence, and teamwork.
- **Excellence** – As a John Deere Dealer, we take pride in exceeding expectations by providing value through quality products, services, and support with highly skilled and knowledgeable employees.
- **Teamwork** – Employees, customers, and owners partnering to accomplish more than we could individually. By thinking and working as one organization, beyond individual roles, locations, and departments, we will achieve common goals and exceed customer needs.

Essential Duties:

Create reports requested by Managers to assist them in making decisions.

Reconcile Icon records with Bank Statements.

Enter information for Payroll purposes.

Accurately enter financial information about the company into business system.

Reconcile Customer Accounts Receivable.

Reconcile Credit Card Statements and FarmPlan Statements.

Organize outside vendor invoices (Accounts Payable) and ensure the invoice is accurate.

Organize mail for the Accounting Dept.

Experience, Education, Skills & Knowledge

- 2-4yr Accounting degree
- Accounting Experience preferred.
- Proficient oral and written communication skills.

