



P.O. Box 100
121 Zeh Avenue
Brewster, MN 56119-0100

Phone: (507) 842-6677
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www.mnsoy.com

Minnesota Soybean Processors

Job Description

Title Administrative Assistant
Department Accounting/Administration
Reports to General Manager
Supervises N/A

Revision Date 04/03/2019

Objective:

Responsible for Co-op shareholder relations. Provides administrative support to the General Manager, Board of Director Executives, and other MnSP Management. Assist with Accounts Payable to process all vendor invoices for payment ensuring accuracy to purchase orders. Verify the proper allocation the general ledger accounts.

Essential job functions

- Coop shareholder relations;
 - Knowledgeable about shareholder rights, stock conversion opportunities, stock transfer and sale procedures, etc.
- Maintain shareholder files
- Responsible for completion and distribution of the quarterly shareholder newsletter.
- Prepares routine and advanced correspondence including letters, memoranda, and reports.
- Assists with accounts payable vendor information and standard payment terms
- Utilize M-Files to process vendor invoices through to payment verifying that information from purchase orders, receiving documents, and invoicing is correct.
- Work closely with internal personnel responsible for the invoice and obtaining proper approval for payment.
- Communicates with vendors to obtain information and clarify/resolve issues.
- Ensures timely payment of all invoices to avoid late payment fees and optimize cash discounts
- Reimburse employees for travel expenses ensuring company policies and procedures are being followed.
- Make travel arrangements for employees including; airline, car rental, and hotel.
- Oversee advertising and public relations.
- Assist in maintaining company website.
- Work in an honest and ethical manner; maintain confidentiality on all business related matters.
- Physically report to work on time at their assigned location and is seldom absent.
- Maintain a team environment with other departments at all times.
- Maintain a high level of customer service and friendly atmosphere.
- Others duties as assigned.

Qualifications:

- Two-year post high school education in Accounting preferred, or equivalent work experience.
- Proficiency with Microsoft Office Suite and other software packages as needed.
- Experience with Great Plains software preferred.
- Excellent interpersonal skills, including verbal, written, listening, and feedback communications.
- Ability to adjust to multiple demands, shifting work priorities, ambiguity, adversity, and change.
- Strong prioritization, organizational and communication skills with a high degree of professionalism, integrity, and service orientation



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Physical

- Ability to bend, squat, climb, kneel, sit, stand, and walk frequently throughout the day.

Working Conditions

- Working conditions are normal for an office environment.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.