



**Eastern Colorado Seeds, LLC.**  
*“Seeding Tomorrow’s Success Today”*

## **Account/Bookkeeper**

Responsibilities include assisting with and executing a variety of financial procedures, including audits, accounts payable, accounts receivable and fleet management.

### **DUTIES:**

- Processing the full cycle of A/P and A/R
- Company liaison
- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions
- Manage fleet legalities, logistic logs, tablets and freight handling
- Inventory reporting
- Maintain effective records and administration
- Assist with establishment/maintenance of accounting policies and procedures
- General bookkeeping as needed
- Supply maintenance
- Daily correspondence
- Interaction with customers and answering the phone

### **KNOWLEDGE AND SKILL REQUIREMENTS:**

- Associates or bachelor’s degree in accounting or finance
- Full confidentiality is crucial
- Attention to detail and accuracy without sacrificing efficiency is crucial
- Solid communication skills (written, verbal, and interpersonal) are required
- Excellent planning, organizational and time management skills are vital
- Analytical thinking, sound judgement, and problem-solving skills are needed
- Ability to work both independently and as a team player are essential
- Capacity to multi-task and prioritize workload in a fast-paced environment is necessary
- Ability to work and problem solve electronics
- Proficient in office computer software use (Word, Excel, Outlook, etc.)
- Practical knowledge of accounting theories and practices (GAAP)
- Strong mathematical and analytical skills
- The ability to meet deadlines or be proactive with job duties
- The ability to communicate complex data in a clear way
- Courteous Customer service skills
- Excellent data entry skills

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Clovis, NM - Dumas, TX  
[www.ecseeds.com](http://www.ecseeds.com)

JOB TYPE: Full-time

BENEFITS:

- Medical, Dental, and Vision insurance
- Paid time off

SCHEDULE:

- Monday to Friday, some Saturdays

EDUCATION:

- High School Degree or GED
- Associates or higher (Preferred)

EXPERIENCE:

- QuickBooks: 1 year (Preferred)
- Bookkeeping: 1 year (Preferred)

Please send resume to [sales@ecseeds.com](mailto:sales@ecseeds.com) or stop by our office and fill out an application.

Please Call 719-346-9351 for more information about position.