



**Status:** Hourly  
**Title:** Staff Accountant  
**Department:** Ranch  
**Reports to:** Ag Group Controller

**Job Code:**

**Position Summary:**

The primary function of the Staff Accountant is to provide key support in the Accounting department.

**Essential Functions:**

- Responsible to acquire, learn and practice all LBI SOPs (Safe Operating Procedures) and comply with these standards as well as safety regulations pertinent to the department and job functions.
- Assist in maintaining GAAP compliance in all accounting and financial reporting processes.
- Track daily cash activity for entities and prepare division reports.
- Reconcile bank statements and balance sheet accounts.
- Prepare/enter general ledger journal entries; recurring and non-recurring.
- Assist with month-end closing, year-end closing, and annual audits to meet stated deadlines.
- Assist each department with annual budget.

**Other Duties:**

- Assist Accounts Payable/Receivable Staff.
- Assist in maintaining GAAP compliance in all accounting and financial reporting processes
- Perform Ad hoc reporting and analysis requests as required.
- Invoice workflow, approval, entry, and posting.
- Payment processing.
- Vendor maintenance, record keeping, and 1099 filing.
- Day to day tasks that occur without prediction or routine.

**Competencies:**

- Knowledge of accounting principles
- Multi-tasking, prioritizing, and organizational skills.
- Attention to detail.
- Ability to work independently and collaborate as part of a team



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**Education/Experience Requirements:**

- Bachelor's degree in Accounting preferred or 2 years prior accounting experience.
- BI360, Microsoft Dynamics GP, and Microsoft Office (Word, Excel, Outlook).

**Physical Requirements:**

Ability to perform 70% sedentary work, exerting up to 10 pounds of force occasionally and exert negligible force frequently or constantly to move objects, including the body. May be asked to exert up to 10 pounds of force periodically, as needed. Field of vision must be adequate to observe up and down or right to left while eyes are fixed on a given point. Ability to process written and other materials visually. Physical efforts required include repetitive small motor activity and grasping.