



## **JOB POSTING**

**DATE OF ISSUE:** September 10, 2019

**POSITION:** Accounts Payable Specialist

**LOCATION:** AgHeritage FCS  
Central Office

**SUPERVISOR:** Controller

**MAJOR RESPONSIBILITIES AND DESIRED QUALIFICATIONS:**

This position will perform and assist in general accounting & financial activities, including accounts payable, general ledger activities such as reconciliations and journal entries, 1099's, coordination of patronage check payouts, and coordination of purchases of association owned vehicles.

**REQUIRED KNOWLEDGE AND EXPERIENCE:**

High school diploma required. Post-high school accounting courses or B.S. degree in General Business, Finance, or Accounting preferred. Minimum two years experience in Accounts Payable and related office practices and procedures. Successful candidates will exhibit excellent attention to detail & accuracy, excellent math, computer, Excel, Word, and PowerPoint skills as well as an understanding of basic accounting principles. Experience with using Great Plains Dynamics software, Infor CloudSuite Accounts Payable, and Infor CloudSuite General Ledger preferred. Banking and Finance or loan accounting experience a plus.

**SEND RESUME OR APPLICATION TO:**

Attn: Anna Rankin - Accounts Payable Specialist  
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