



JOB POSTING

DATE OF ISSUE: August 30, 2022

POSITION: Accounting Assistant

LOCATION: Central Office, Little Rock

SUPERVISOR: Assistant Controller

MAJOR RESPONSIBILITIES AND DESIRED QUALIFICATIONS:

Individual will provide ongoing and timely support for the Finance and Accounting departments, including assist in the preparation of monthly accounting report documents and presentations. Perform assigned reconciliations, providing backup support for various general ledger activities and perform limited maintenance on customer accounts using in-house software.

REQUIRED KNOWLEDGE AND EXPERIENCE:

This position requires a bachelor's degree in accounting or related field and minimum of 2 years of experience in an office environment with a thorough knowledge of varied office practices. Bookkeeping or accounting experience/skills are preferred.

Other skills required:

- Good computer skills including Word, Excel, and PowerPoint
- Good written and verbal communication skills,
- Good interpersonal relations skills to work with branches, central office employees and outside vendors.
- Must be team oriented and willing to learn new subjects.
- Must have accuracy in work and high attention to detail.
- Strong Organizational Skills

SEND RESUME TO:

Attn: Katie Edmison - Accounting Assistant
AgHeritage Farm Credit Services
119 East Third St., Suite 200
Little Rock, AR 72201
Job Link: <https://agheritagefcs.bamboohr.com/jobs/view.php?id=58>

EEO/AA/M/F/V/D – No Agencies Please