



FULL-TIME POSITION AVAILABLE:

Office Accounting – Irwin Agronomy

Major duties include, but not limited to:

- Perform general clerical duties, including counter sales and related paperwork, incoming telephone calls, scale operation and accounts receivable for all business conducted at the Irwin location.
- Greets and directs visitors accordingly.
- Assists in ordering, receiving, stocking and distribution of office supplies.
- Utilize FSC's internal computer programs for appropriate division accounting, including inventory and expense, bank deposits, as well as operation of MS Excel, Word and Outlook email.
- Train on FSC mapping software (SST & SMS) to include, but not limited to, learn how to work with applicators and run recommendations, per software. Upon completion of training, this will be one of the primary responsibilities.
- Maintain inventory reconciliation on a monthly and/or yearly basis, for agronomy products.
- Maintain the recordkeeping books for safety and regulatory compliance requirements, as directed.

This position is available at Irwin Agronomy and reports to the Branch Manager. A complete copy of the job description is available at the General Office, via request to Human Resources.

Please apply on-line at www.fscoop.com/careers.