



**ADMINISTRATIVE
ASSISTANT**
Spokane Valley, WA



Skagit Farmers Supply, a local cooperative since 1934 based in Burlington, WA, serves farmers, homeowners, businesses, families and the communities in the Pacific Northwest. The company operates Agronomy, Propane, Refined Fuels divisions, including AFCO Distribution & Milling and thirteen retail Country Store locations in Washington, Idaho and Montana. The company’s brands focus on commitment to provide quality products and services to our customers and community partners. The company is seeking candidates for an Administrative Assistant to specialize in Human Resources, Accounts Payable and Accounts Receivable at its offices in Spokane Valley, WA.

RESPONSIBILITIES & DUTIES

Ideal candidates will possess an extremely high level of attention to detail, initiative, discretion and independent judgment with the ability to multi-task. One who can see things that need to be done and figure out a way to do them effectively and efficiently. Candidates should be flexible with a positive attitude while ensuring excellent customer service at all times. Job responsibilities include (but are not limited to):

- Serve as the first point of contact for the Human Resources department with in-person visitors, as well as via phone and email
- Assist Human Resources with recruiting and hiring of staff
- Process new hires, terminations, job changes and benefits enrollment
- Maintain personnel files
- Assist with processing payroll
- Serve as a liaison between staff and management, and the company and the public
- Perform accounts payable duties including coding and submitting expenses in a timely manor
- Assist staff with coding and invoice payment questions
- Ensure accounts receivable is closed timely for month end financial reporting
- Negotiate collection arrangements for overdue account balances
- Handle all levels of accounts from small to more complex and larger accounts
- Compile credit data following established company polices and guidelines
- Review new customer account applications and perform initial customer setup
- Enter payments received on account on a daily basis
- Balance daily money and prepare deposit
- Build and maintain cross-functional relationships throughout the company
- Maintain confidentiality with all aspects of the job
- Exhibit an ability to get along with others
- Practice punctual and reliable attendance
- Provide excellent customer service while maintaining a professional demeanor
- Perform other duties as assigned

JOB REQUIREMENTS

- High school diploma (or equivalent), or any combination of education, training, or experience that provides the required knowledge, skills, and abilities with an emphasis on accurately calculating figures and amounts
- Be proficient with Windows-based computer software, including (but not limited to) Microsoft Excel, Word and Outlook
- Accurately operate an adding machine utilizing 10-key skills (will be tested)

- Commitment to excellence and high standards especially in terms of providing outstanding service to vendors, staff, and customers
- Professional appearance and demeanor
- Proven track record of being dependable and reliable
- Ability to effectively communicate both verbally and in writing in a manner with co-workers and customers for safety purposes
- Lift, carry and load 30 pound weight requirements
- Strong organizational, multi-tasking, problem-solving, and analytical skills with an emphasis on calculating figures and amounts
- Possess a reliable personal vehicle, valid driver license and maintain a safe driving record

PREFERRED QUALIFICATIONS

- College degree in business administration or similar field of study
- Familiarity with federal, state and local employment laws
- Experience using ADP Payroll & HR-Benefits software
- Experience using Agvantage or Epicor software

HOURS / DAYS / SCHEDULE

This is a full time, 40 hours per week position. Monday through Friday, 8:00 a.m. – 5:00 p.m.

SALARY / WAGE / BENEFITS

A wage will be discussed during the interview process. The company offers medical, dental and life & long term disability benefits to full time employees. Employees may also participate in the company's 401(k) plan after meeting eligibility requirements.

TO APPLY

Submit completed Applications for Employment to one of the following:

Mail: Skagit Farmers Supply
Human Resources
PO Box 266
Burlington, WA 98233

Fax: (360) 757-4143

Email: HR@skagitfarmers.com (reference "Administrative Assistant" in subject field)

Applications for Employment may be obtained at any Skagit Farmers Supply location or at: www.skagitfarmers.com/company/careers/.

