**Administrative & Accounting Specialist**

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Located in Traver, California, BEST Agri-Marketing, Inc. is a San Joaquin Valley leader in marketing and merchandising feed products and services to dairy farms in Central California, helping dairy producers maximize profitability.

This position is full-time with no remote work. BEST Agri-Marketing, Inc. is part of a network of family businesses and responsibilities may overlap for multiple companies. Qualified applicants will possess administrative experience, basic knowledge of accounting principles, understanding of inventory control, and be able to navigate industry computer programs.

Tasks include but are not limited to:

* Accounts payable and receivable processing
* Maintaining organization of business records & implementing organization systems
* Generating and analyzing data and reports using multiple programs
* Contributing to monthly inventory control process
* Managing compliance records for certifications, licenses and permitting
* General filing, data entry, phone answering
* Contributing to company goals by doing other related tasks as needed

**BEST Ag offers:**

- Competitive pay

- Outstanding benefits package

\* 100% employer-paid medical, dental, vision and life insurance

\* 401K matching up to 4%

\* Paid time off

**You offer:**

- Experience in a clerical, administrative, financial and/or logistics role(s)

- Computer literacy

- Excellent communication and interpersonal skills

- The ability to critically think and problem solve

- Mathematical & Organizational skills

- Attention to detail

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www.bestagrimarketing.com