

ACCOUNTS RECEIVABLE SPECIALIST

Luckey Farmers, Inc., a grain marketing and farm supply cooperative located in Northwest Ohio, seeks an Accounts Receivable (AR) Specialist. The AR Specialist is responsible for managing customer billing and receivables, ensuring accurate invoicing, timely payment processing, and maintaining positive customer relationships.

GENERAL DESCRIPTION:

- Serving as the first point of contact for members, customers, and visitors, representing Luckey Farmers in a professional, friendly manner.
- Handling customer billing questions related to agronomy services, seed, fertilizer, fuel, retail, and crop inputs in a timely and courteous way.
- Providing administrative and operational support to the sales, agronomy, operations, and location teams.
- Maintaining accurate financial and customer account records, supporting daily, monthly, and annual accounting activities.
- Processing accounts receivable transactions, including invoicing, data entry, and payment reconciliation.
- Preparing and distributing customer statements and monthly financial reports tied to grower accounts.
- Assisting with accurate financial reporting and supporting month-end closing procedures.

Maintaining organized office systems, files, and documentation to support smooth branch and seasonal operations.

- Assisting in the reconciliation of agronomy sales orders between the warehouse, scale, and accounting systems.
- Demonstrating strong communication, attention to detail, and follow-through

GENERAL ACCOUNTABILITIES:

- Able to work well with others and contribute as part of a team.
- Comfortable using Microsoft Office, especially Excel.
- Positive attitude and willingness to learn.
- Able to think through problems and find solutions.
- Can handle multiple tasks at the same time.
- Flexible and able to adapt to changing priorities.

OTHER JOB FUNCTIONS:

- Follows Environmental Health and Safety, OSHA and DOT policies and procedures as they apply.
- Supports and contributes to the total company goals and objectives through collaboration efforts.
- Maintains the appropriate professional image.

WORK ENVIRONMENT ACCOUNTABILITIES:

- Ability to work in a typical office environment.

BACKGROUND REQUIREMENTS:

- Associate's degree in business or 5 years of experience in accounts receivable.
- Experience with accounts receivable software is a plus.

BENEFITS:

Luckey Farmers, Inc. is an equal opportunity employer. Enjoy a competitive salary commensurate with the experience and responsibility requirements. Excellent employee environment with a competitive benefits package including:

- Healthcare including, medical, dental and vision
- Paid Time Off
- 401k Plan
- Life Insurance
- Disability

Luckey Farmers is an equal opportunity employer.

APPLY:

If you wish to apply, please send a resume to Julie Myers by email at jmyers@luckeyfarmers.com. If you have any questions, please feel free to contact Julie at 419-849-2711, x1113.