



**Status: Hourly - Full Time**  
**Title: Accounting Clerk**  
**Department: Ranch**  
**Reports to: Ag Controller**

**Job Code:**

**Position Summary:**

The primary function of the Accounting Clerk is to perform accounting duties to ensure that all Ranch sales as needed are entered into Great Plains, Encore, and Citrus sales are entered into Citrus Pro to record boxes and solids from each grove. Accounting Clerk will pay contractors for roadside and hauling to processing plants. Provide accurate information for tracking each sales contract and various other duties as assigned.

**Essential Functions:**

- Responsible to acquire, learn and practice all LBI SOPs (Safe Operating Procedures) and comply with these standards as well as safety regulations pertinent to the department and job functions.
- Sort and number field tickets by trailer number.
- Audit all field tickets to be sure they match the contractor's loadout sheets daily.
- Download ticket information into Citrus Pro or enter tickets manually if necessary.
- Audit every ticket downloaded for accuracy, errors, and/or multiple blocks.
- Download and print USDA certificates from Citra Net and copy test information by processors to set up Excel worksheets.
- Enter all USDA certificate test information into Citrus Pro and audit to be sure they balance.
- Track boxes and solids out of each grove going to each Sales contract.
- Track Sales contracts Account Receivable to verify that we receive payment for each load associated with each contract.
- Setup contractors in Citrus Pro for the new Harvesting season, enter the fruit estimates for the new season and enter the new fruit contracts.

**Other Duties:**

- Enter Accounts Payable batches daily/weekly into Great Plains.
- Post Accounts Payable batches and file open invoices.
- Scan paid invoices and check copies, then file.
- Track fuel usage monthly for intercompany billing for LCD.
- Track Fuel used in grove for fuel rebates filed quarterly to make sure we are recording the fuel for grove use only.
- Track Chem Nut purchases broken out by manufacturer.
- Reconcile rebate for ChemNut sales back to General Ledger monthly.
- Provide Backup to Accounts Receivable Specialist to print and process payable checks for Citrus.



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**Competencies:**

- Knowledge of accounting principles
- Multi-tasking, prioritizing, and organizational skills.
- Attention to detail.
- Ability to work independently and collaborate as part of a team

**Education/Experience Requirements:**

- Highschool Diploma with some college preferred.
- 2 years' experience in Accounts Receivable and Accounts Payable.
- BI360, Microsoft Dynamics GP, and Microsoft Office (Word, Excel, Outlook).
- Valid driver's licenses with insurability.

**Physical Requirements:**

While performing the duties of this job, the individual is regularly required to stand, walk, sit, talk and hear. The staff member is occasionally required to climb or balance; walk on uneven surfaces, stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close, distance and peripheral vision. Occasionally may be require to lift up to 10 pounds.