

Job Title: Accounts Payable Admin
Location: Cattle Empire, LLC

Summary: This position is responsible for managing the coding, data entry, and payment of Trade Accounts Payable using Turnkey, Microsoft NAV, and Quickbooks.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Positive collaboration in a team environment;
- Accurately manage and enter data as required;
- Research and coordinate payables with other team members;
- Process and pay Trade Accounts;
- Communicate with trade vendors;
- Generate miscellaneous invoices;
- File;
- And assist other Administrative Assistants on a regular basis (processing data for cattle; notes receivable; accounts receivable; bookkeeping for cattle received; receptionist/scale, etc.).