



**HUMAN RESOURCES
ASSISTANT
Spokane Valley, WA**



Skagit Farmers Supply, a local cooperative since 1934, serves farmers, homeowners, businesses, families and the communities in the Pacific Northwest. The company operates a wholesale division (AFCO Distribution & Milling), multiple retail locations (The Country Store) as well as Agronomy, Propane & Refined Fuel divisions. 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 a Human Resources Assistant to work from its wholesale division offices in Spokane Valley, WA. This position is responsible for assisting with HR duties among the company’s locations east of the Cascade Mountains (primarily the Spokane area with some outlying locations). Other duties include assisting with accounts payable and accounts receivable tasks. 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 service at all times.

RESPONSIBILITIES & DUTIES

Job responsibilities include (but are not limited to):

- Serve as a first point-of-contact and as a liaison between staff and management, and between the company and the public
- Assist management with recruiting and hiring of personnel
- Process new hires, terminations, job changes, benefits enrollment, unemployment claims, etc.
- Maintain personnel records
- Assist with processing payroll
- Perform accounts payable duties including coding and submitting expenses in a timely manner
- Assist staff with coding and invoice payment questions
- Ensure accounts receivables are 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 policies 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 deposits
- 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
- Be able to occasionally travel locally and regionally
- 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
- Demonstrate proficiency with Windows-based computer software, including Microsoft Office

- Commitment to excellence and high standards especially in terms of providing outstanding service to vendors, staff, and customers
- Lift, carry, push or pull 30 pound weight requirements
- Strong organizational, multi-tasking, problem-solving, and analytical skills with an emphasis on calculating figures and amounts
- Ability to effectively communicate both verbally and in writing
- Possess a reliable personal vehicle, valid driver license and maintain a safe driving record
- Must pass background check and pre-employment drug screen as a condition of employment (includes testing for THC/marijuana)

PREFERRED QUALIFICATIONS

- College degree in Business Administration, Human Resources, Accounting 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. Typically Monday through Friday, 8:00 a.m. – 5:00 p.m.

COMPENSATION

A wage will be discussed during the interview process. After meeting eligibility requirements, benefits include:

**Medical Insurance - Dental Insurance
Life Insurance - Long-Term Disability Insurance
Vacation Pay - Sick Pay - Holiday Pay
401(k) Retirement Match - Employee Discounts
Dependent Tuition Reimbursement**

TO APPLY

Submit cover letter and resume to one of the following:

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

By email: HR@skagitfarmers.com (reference "Human Resources Assistant" in subject field)

Applications for Employment may be obtained at www.skagitfarmers.com/company/careers/.

