



AGRI TRAILS COOP JOB POSTING Internal & External

FROM: Lisa Sutton

DATE: 4/23/2026

RE: OPEN POSITION – Office/Accounting Administrator

REPORTS TO: Location Manager/Energy Manager

Summary: This position is responsible for location accounting duties for activities involving grain, feed, and energy. Drives the customer experience thru in-person, phone and electronic interactions.

Essential Duties and Responsibilities

Grain & Feed:

- Works the front counter and runs the scale.
- Enters ROA's and grain tickets into AgTrax.
- Writes up daily deposit and makes deposit ticket.
- Make sales tickets

Energy:

- Processes and sends the monthly AFD (Automated Farm Delivery) fuel billing.
- Owns all activities related to fuel taxation.
- Drives process to maintain compliance with state requirements.
- Assists with capturing and tracking fuel orders

General Duties:

- Communicates clearly and directly with peers and customers. Approachable, relates well to others, engages people, articulates clearly and actively listens.
- Builds consensus with the broader co-op team.
- Other duties as assigned by leadership

Required Education and Experience

- Associate's Degree in business or accounting
- 3 years of related experience

**Equivalent Combination of education/experience will be considered.*

If you are interested in applying for this position, please e-mail your resume to lsutton@agritrails.com. If you have any questions, please call Lisa at 785-366-7213.