



200 Capitol Way
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Burrus Accounting Specialist

Burrus Seed Farms, Inc. - Accounting Specialist

Job Description

The Burrus Accounting Specialist role is a member of the Burrus Seed Farms team, responsible for providing accounting, payroll, and administrative functions. The Accounting Specialist will work closely with the Director of Business Operations and the Financial Lead.

Duties & Responsibilities

- Responsible for all payroll and bookkeeping functions for BSFI and various other entities
- Administers insurance and other employee benefits, including new hire paperwork
- Effectively communicate with growers, co-workers, and management
- Track farm revenue and expenses, fuel tax, soybean checkoff and other various reporting responsibilities
- Necessary billing and invoice generation including grower contract settlements
- Process John Deere Financial payments
- Other duties as needed

Required Skills & Experience

The Burrus Accounting Specialist should be a detail-oriented, self-motivated individual with accounting experience and good communication skills. The Accounting Specialist should also be able to take direction and be proficient with computer and technology use. The Accounting Specialist should have good organizational skills, and a strong work ethic. Farm background is preferred.

Additional Information

Type: Salaried position

Reports to: Martha Krohe

Office Location: Burrus Seed Farms, Inc. headquarters – Arenzville, IL