



LIGHTHOUSE COMMODITIES, LLC

Position: **Accountant**

Employment Status: **Fulltime**

Location: Bismarck, ND

Hiring Compensation Range: **\$60,000-\$80,000**

Company Overview

Lighthouse Commodities, LLC (LHC) has been providing Professional Merchandising to farmers since 2015, equipping them with the same tools and resources the rest of the grain supply chain utilizes. To date we've marketed over 280 million bushels of farmer-client grain and generated over \$1.7 billion in revenue while evolving to include our own futures brokerage, analytics department, proprietary algorithms, freight brokerage, Automated Trading System, AI integrations and numerous other improvements. These Lighthouse advantages are part of a farm marketing service unlike anything else in the industry and we provide that service to farmer clients with nearly 1 million acres of annual production.

Position Overview

Lighthouse Commodities, LLC is seeking an Accountant to perform accounting, admin and data management processes.

KEY RESPONSIBILITIES

- Manage Accounts Payable invoice and payment process for all Lighthouse companies, including the timely receipt, saving, coding, entry, approval, and payment of vendor invoices.
- Manage company credit card transactions, including coding, reconciliation, receipt collection, and ensuring all transactions are properly recorded and allocated.
- Coordinate with the merchandising, logistics, and accounting teams to ensure invoices are properly matched to grain settlements, freight, and commodity transactions.
- Receive, sort, and distribute incoming mail, ensuring all correspondence are routed to the appropriate team members in a timely manner.
- Process incoming check payments, including preparing and making bank deposits and ensuring all deposits are accurately recorded and applied within the accounting system.
- Contract Management: Maintain a current database of signed customer contracts and communicate with customers regarding outstanding signed contracts
- Administer the Birthday Beacon charitable giving program.
- Processing of monthly journal entries and assist with preparation of month-end reports as needed
- Provide support for the annual independent financial audit of the company. This involves activities such as the preparation of necessary schedules and gathering requested documentation.
- Assist with administrative tasks and special projects as they arise.

KEY SKILLS and STRENGTHS

- High Accountability. This characteristic, the ability to own tasks and responsibilities with complete commitment, is the single unifying aspect among LHC team members

- Remarkable attention to detail and commitment to accuracy
- Ability to work independently, in a high stress environment and effectively manage multiple priorities and tasks simultaneously
- Experience with Accounts Payable and Accounts Receivable
- Proficiency in Microsoft Office suite

Work schedule will primarily be normal daytime business hours, Monday through Friday, with additional hours required as needed.

Minimum Qualifications:

- Bachelors degree in accounting

Preferred Qualifications:

- 2 plus years of work experience in a similar position

All employment offers will be contingent upon successful completion of a pre-employment drug screening and a federal and state background check.

Application Procedure:

Please submit a resume and cover letter via email.

If you meet the requirements for this position, please respond to jcrist@lighthousecommodities.com.

****All applicants will receive an email notification that their application was received.**