

## Bookkeeper – Ellensburg, WA



Dedicated People Who Care.

The McGregor Company serves growers in Washington, Idaho and Oregon with the seed, crop inputs, equipment, services, research, and advice needed to raise healthy, sustainable crops. Our Business Unit Teams provide the highest standard of customer service and support that is indicative of dedicated people who care.

### Main Duties:

- Customer service: pleasantly welcome visitors by greeting them, in person or on the telephone; answering or referring inquiries
- Invoicing of product sales
- Inventory management
- Accounts payable records
- Reporting
- Phone and radio communication
- General office administration
- Occasional flagging duties or driving for company business

### Requirements/Skills:

- Work experience in an accounting/bookkeeping position
- Strong computer skills required, including ability to learn accounting software specific to ag retail
- High School degree or equivalent
- Professional attitude and appearance with solid written and verbal communication skills
- Excellent organizational skills and ability to be resourceful and proactive when issues arise
- Knowledge of agricultural business preferred

### Position Details:

- Full-time with additional hours during peak busy seasons
- Benefit package (medical, dental, vision, 401k, vacation, life insurance, + more)
- Drug Free Workplace

### Wage:

- \$20.00 to \$25.00 per hour, depending on experience and licensing status

**Application available on the Careers page at [www.mcgregor.com](http://www.mcgregor.com)  
To apply send completed employment application to [hr@mcgregor.com](mailto:hr@mcgregor.com)**