



AGRI TRAILS COOP JOB POSTING Internal & External

FROM: Lisa Sutton

DATE: 8/26/2026

RE: OPEN POSITION – Grain Accounting Specialist

REPORTS TO: Grain Accountant - HOPE

Summary: The Grain Accounting Specialist is responsible for supporting inbound and outbound grain settlements for grain contracts. This includes processing payments, reconciling contracts and ensuring regulatory compliance.

Essential Duties and Responsibilities

- Processing outbound shipments.
- Writing grain checks to producers daily.
- Writing deferred and new crop contracts.
- Enter ROAs and grain checks into AgTrax.
- Apply all settlements to grain contracts.
- Contacts terminal elevators for settlement corrections.
- Serves as a point of contact for all grain-related calls.
- Help with running the scale and working the front counter during harvest.
- Maintains professional appearance for customers.
- Communicates clearly and directly with peers and customers. Approachable, relates well to others, engages people, articulates clearly and actively listens.

Required Education and Experience

- Associates degree, 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.