

Senior Accountant/HR Specialist | Indiana Crop Improvement Association | Lafayette, IN

Indiana Crop Improvement Association ([ICIA](#)) has been an industry leader in seed certification, seed quality testing, genetic testing, and research for more than 120 years. ICIA is a non-profit, self-supporting agency that exists to provide services to member customers in the seed, grain, food, and related industries. At ICIA, uncompromised quality and customer service are our top priorities. We offer our employees premium health, life and long-term disability insurances, generous retirement matching contribution, paid vacation, and sick leave allowances.

JOB SUMMARY

Reporting to the CEO, the Senior Accountant/HR Specialist is responsible for overseeing the financial activities of the company and ensuring that financial transactions are properly recorded, reported, and analyzed. The role requires a high level of attention to detail and the ability to work collaboratively with other members of the leadership team. The successful candidate must have strong analytical skills and be able to identify and solve financial problems quickly. This person is driven to provide exceptional customer service to internal stakeholders and to ICIA member companies. An incumbent Bookkeeper will assist with many of the accounting and HR duties and directly report to the Senior Accountant/HR Specialist. This is a full-time, exempt position.

DUTIES & RESPONSIBILITIES

Accounting Duties

- Prepare and maintain financial records and ensure that financial transactions are properly recorded and reported in a timely manner
- Monitor and analyze financial statements to ensure accuracy and completeness of financial data
- Assist Directors and Executives with the preparation of monthly, quarterly, and annual financial reports
- Routinely calculate and provide ICIA management, Executive Committee, and the Board of Directors with mutually agreed upon key financial performance indicators that accurately illustrate past, current, and projected financial information for decision-making
- Monitor monthly cash flows and financial performance that facilitate informed management decisions
- Prepare and file tax returns and ensure compliance with all applicable tax laws
- Manage accounts payable and accounts receivable
- Reconcile bank statements and prepare monthly bank reconciliations
- Assist with the preparation of budgets and financial forecasts
- Ensure that accounting policies and procedures are followed

HR Duties

- With the support of fractional HR, administer employee benefits programs, including health insurance, retirement savings, and other benefits plans

- Assist senior leadership with HR related initiatives and tasks, including benefits administration, onboarding, and workplace relations
- Assist in the recruitment and hiring process, including job postings, resume screening, and interviewing
- Maintain employee records
- Develop and implement HR policies and procedures to ensure compliance with HR standards and regulations
- Ensure compliance with all applicable HR laws and regulations

QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree in accounting or related field
- 5-7 years of experience in accounting
- Strong analytical skills and attention to detail
- Excellent written and verbal communication skills
- Proficient in Microsoft Excel and accounting software such as QuickBooks
- Knowledge of tax laws, accounting standards, basic HR policies and regulations
- CPA or CMA certification is required
- Must be a US Citizen or Permanent Resident

Interested candidates should submit their resume to HR@indianacrop.org