



*"doing what it takes"*

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### **Administrative Assistant - Part Time**

LDI is seeking a highly organized and personable individual to join our team as a Part Time Administrative Assistant.

#### **Job Description:**

The Part Time Administrative Assistant is responsible for managing all accounting and office administrative duties including, managing accounts receivable, accounts payable, filing, posting transactions, mail, telephone answering and administrative support for other departments at the location.

#### **Duties and Responsibilities:**

Under the supervision of the Store Manager, this position:

- Manages accounts receivable and payable, including collections, by tracking deposits and receipts on general ledger, matching documentation, and generating aging reports
- Tracks and balances petty cash and daily sales journal receipts
- Assists as needed with equipment, parts, and services warranty administration
- Includes typical secretarial duties such as answering phones, order location supplies, etc.
- Assists with reporting location work hours, work comp claims, and employee benefits to the corporate office
- Attends required meeting as scheduled
- Responsible for any other duties that may be assigned by the Store Manager

#### **Job Skills:**

The Part Time Administrative Assistant must:

- Have the integrity and ability to manage confidential matters pertaining to the company in a secure manner
- Be computer literate and possess the ability to learn a computerized accounting software systems
- Manage and perform a wide variety of tasks with the ability to prioritize effectively and meet deadlines
- Communicate effectively
- Perform all duties with very high levels of accuracy and provide various reports in a timely fashion

**Qualifications:**

- High School diploma or GED required
- Bachelor's or Associate's degree in related field is preferred
- Minimum of 2-years' experience with bookkeeping and general office administration recommended
- Valid driver's license
- Pre-employment drug screen, motor vehicle records check, and background check required

**To Apply:**

Complete an application online at [www.langdieselinc.com/Careers](http://www.langdieselinc.com/Careers)

**About LDI:**

In 1988, Lang Diesel, Inc. opened for business from one tool box and has since grown into an industry leader in the farm equipment retail market with 10 locations across the state of Kansas.

LDI is committed to securing the success of our customers and continued growth of the agriculture industry by providing the best quality products, parts, and service, and building a team of well trained, value driven employees ready to meet customer demands.