



TEXAS BEEF COUNCIL

Data Entry Administrative Assistant

Austin, Texas

Full-Time: Monday – Friday

The Texas Beef Council (TBC) is a non-profit organization funded by Texas farmers and ranchers through the national Beef Checkoff program and the Texas state Beef Checkoff program. Checkoff dollars are used to increase domestic and/or international demand for beef through programs of promotion, research and education. The organization is directed by a 20-member board of cattlemen, representing the state's 149,000 beef farmers and ranchers.

Job Responsibilities:

- Enter beef checkoff collections transactions daily and generate reports to be reviewed by manager.
- Print and mail remittance forms and contact remitters regarding form inconsistencies.
- Review refund form submissions and provide to accounting manager for journal entry.
- Serve as a back-up for refund form requests and verification processing.
- Assist collection manager with filing/data entry and other tasks as needed.
- Assist accounting manager in organizing credit card receipts and reports for journal entry.
- Serve as a backup for check batches and assist with accounting filing.
- Reconcile/Analyze online store reports biweekly and monthly.
- Assist with recording Beef Team race times.
- Share with admin team in answering incoming phone calls and distributing incoming mail.
- Additional office duties as needed.

Qualifications:

- Must be able to pass a background check and drug test.
- Proficient computer skills with QuickBooks, Sage Accounting, Google Suite, and Microsoft Office.
- Ability to work independently and as a member of a collaborative team, as well as communicate with individuals at all levels of the organization.
- Demonstrated pro-active, problem solving independently or collaboratively, depending on the situation and ability to work well under pressure, ability to exercise good judgment and complete projects within specific time frames.

Physical Requirements:

- Ability to drive a vehicle, possess a valid driver's license and have an acceptable driving record that meets TBC's insurance requirements.
- Viewing of computer screen for extended periods with hand/wrist manipulation in order to operate a keyboard.
- Ability to lift 40lbs.

We offer a casual work environment with great benefits!