

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

Indiana Crop Improvement Association ([ICIA](#)) is an industry leader in seed certification, seed quality testing, genetic testing, and research for over 120 years. ICIA is a non-profit, self-supporting agency that exists to provide services to member customers in 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 Accountant/HR Specialist is responsible for overseeing the financial activities of the association and ensuring that financial transactions are properly recorded, reported, and analyzed. This role requires a high level of attention to detail and the ability to work collaboratively with other members of the leadership team. The candidate must have strong analytical skills and be able to identify and solve financial problems quickly and effectively. Experience developing annual budgets and providing forecasting spreadsheets is a necessity for this job. Personal integrity and a clear understanding of professional ethics are a primary requirement of this position. The client should be a primary focus with the objective of providing 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 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
- Monitor and analyze financial statements to ensure accuracy and completeness of financial data
- Assist with the preparation of monthly, quarterly, and annual financial reports
- Prepare and file tax returns and ensure compliance with all applicable tax laws
- Manage accounts payable and accounts receivable
- Finalize and close out all financial activity for month and year end banking statements
- Assist with the preparation of annual budgets and financial forecasts
- Ensure that accounting policies and procedures are followed

#### HR Duties

- With the support of outsourced HR resources, 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 of part-time and seasonal employees, 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
- 3-5 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
- Experience with and knowledge of 503 C (3) accounting and reporting is desirable
- Must be a US Citizen or Permanent Resident

Interested candidates should submit their resume to [nelson@indianacrop.org](mailto:nelson@indianacrop.org)