



Bish Enterprises, Inc.

Giltner, NE

Bookkeeper / Office Manager

Job Application



To begin the process of joining our Team @ **Bish Enterprises!**



Bish Enterprises
508 South D Road
Giltner, NE 68841
email@bishcom.com
(402) 849-2674 Office
(402) 849-2293 Fax

Job Application

Bish Enterprises – About Us

For over 40 Years, Bish Enterprises has been providing innovative agricultural products, serving farmers and dealers that serve farmers, harvest the crops that help feed America.

Bish Enterprises is an agriculture engineering and manufacturing facility providing innovative & high-quality agricultural products to farmers and harvester that help feed America. Bish Enterprises is the largest manufacturer & distributor of combine header adapters and combine header conversions. Bish Enterprises is also home to the Bish SuperCrop Header, the best choice solution for harvesting Sorghum (milo), Sunflowers, Hemp, & Popcorn.

In addition to header adapters, header conversions, and the SuperCrop Header, Bish branded harvest products and accessories include:

- Custom Built Headers, Custom Corn Headers & Custom Row-Crop Headers - For Case IH, John Deere, Claas, Lexion, Agco, Gleaner, Massey, Oxbo, & More!
- Research Headers - #1 Harvest Research Header Manufacturer in the U.S.
- John Deere Frame Kits
- Case IH Frame Kits
- John Deere Row Crop Header Rebuilds
- New Corn Header, New Row Crop Header, & Used Draper Header Parts, Accessories, Sales, & Repairs
- Used Corn Header, Used Row Crop Header, & Used Draper Header Parts, Accessories, Sales, & Repairs
- Down Corn Reels
- Drive Kits - For Case IH, John Deere, Claas, Lexion, Agco, Gleaner, Massey, Oxbo, & More!
- Bin Extensions - For Case IH, John Deere, Claas, Lexion, Agco, Gleaner, Massey, & More!
- Telescoping Power Shafts (TPS, PTO) - Shafts, Yokes, Cross Kits, Plastic Housing, Bearings, and Other Miscellaneous Items
- Feeder House Covers
- Poly Row Dividers & Sheet Metal Row Dividers
- Reinke Pivot Parts & Service

Bish Enterprises sells and ships products both domestically & internationally, and is the #1 choice of Farmers & Harvesters looking to achieve maximum return on investment during their harvest season.



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Bish Enterprises Inc. is seeking a Bookkeeper / Office Manager to join our team.

Purpose: The Bookkeeper / Office Manager role is responsible for performing all general recordkeeping tasks and inputting this information into the computer, in addition to answering phone calls, supplying reports, and other miscellaneous office tasks.

Requirements and Responsibilities for Bookkeeping Tasks

- Maintains and records business transactions.
- Balances ledgers, reconciles accounts, and prepares reports.
- Follows bookkeeping procedures established by Bish Enterprises.
- Familiar with standard concepts, practices, and procedures within a particular field.
- Relies on experience and judgment to plan and accomplish goals.
- Performs a variety of tasks.
- Works under general supervision.
- A certain degree of creativity and latitude is required.
- This role requires experience with filing quarterly state taxes, payroll taxes, and other miscellaneous taxes, and reporting these to the company's Certified Accountant.

Requirements and Responsibilities for Office Manager Tasks

- The job of Office Manager is done for the purpose/s of providing administrative management and support at Bish Enterprises Inc.; communicating information to staff, the public, and other companies or organizations; coordinating work activities of office personnel; ensuring compliance with financial, legal, and administrative requirements; and providing information and/or direction as may be requested.
- A person will need to perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.
- This role will require the ability to balance multiple tasks and deadlines.
- This role requires the ability to self-direct as well as direct others regarding office policies and procedures.
- This role will require the creation and maintenance of company procedures under the guidance of management.

Education/Experience Required

- Associates Degree (Accounting, Business, Office Management, or similar) required. Bachelor's degree preferred.
- Minimum 2-4 years of employment in similar position.
- Must be legally eligible to work in the United States and must provide documentation upon application for e-verification with the Department of Homeland Security
- Must have a good command of the English language, both written and spoken; Bi-Lingual is a plus.
- Must be Proficient in Microsoft Office Products: Word, Excel, Access, PowerPoint, & Outlook.

Benefits

Working at Bish is not just a job! It's an opportunity to grow your skills and further your career - all while receiving top-notch benefits. We offer a very competitive compensation and benefits package.

- Medical insurance
- Dental insurance
- Prescription Drug Benefits
- Paid holidays
- Partner discounts
- Company matched 401(k) program

Hours/Work Week:

- 32 - 44 hours
- Monday - Friday 9am to 5pm

Job Type:

- Full Time

KNOWLEDGE, SKILLS AND ABILITIES (Detailed Description):

- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software
- Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees, etc.
- Attend meetings to record minutes when necessary
- Greet visitors and determine whether they should be given access to specific individuals
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution
- Perform general office duties such as inventorying, ordering, & dispensing supplies, maintaining records management database systems, and performing basic bookkeeping work
- File and retrieve corporate documents, records, and reports
- Open, sort, and distribute incoming correspondence, including faxes and email
- Prepare responses to correspondence containing routine inquiries
- Coordinate and direct office services, such as records, departmental finances, budget preparation, personnel issues, and housekeeping, to aid executives or management
- Use computers for various applications, such as database management or word processing
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals
- Create, maintain, and enter information into databases
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material
- Operate office equipment, such as fax machines, copiers, phone systems, voicemail, and personal computers and notify the IT department when equipment malfunctions
- Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs
- Complete forms in accordance with company procedures
- Schedule and confirm appointments for clients, customers, or supervisors
- Make copies of correspondence or other printed material
- Locate and attach appropriate files to incoming correspondence requiring replies
- Operate electronic mail systems and coordinate the flow of information, internally or with other organizations
- Compose, type, and distribute meeting notes, routine correspondence, or reports, such as presentations or expense, statistical, or monthly reports
- Open, read, route, and distribute incoming mail or other materials, answer routine letters, and prepare outgoing mail
- Provide services to customers, such as order placement or account information
- Review work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommend revisions
- Conduct searches to find needed information, using such sources as the Internet
- Manage projects or contribute to committee or team work
- Mail newsletters, promotional material, or other information
- Order and dispense supplies
- Learn to operate new office technologies as they are developed and implemented
- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer
- Communicate with customers, Team Members, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints
- Compile, copy, sort, and file records of office activities, business transactions, and other activities
- Compute, record, and proofread data and other information, such as records or reports
- Type, format, proofread, and edit correspondence and other documents, from notes, email, or verbal communication, using computers
- Complete work schedules, manage calendars, and arrange appointments
- Review files, records, and other documents to obtain information to respond to requests
- Deliver messages and run errands
- Review time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies
- Process paperwork for new Team Members and enter Team Member information into the payroll system
- Verify attendance, hours worked, and pay adjustments, and post information onto designated records
- Compute wages and deductions, and enter data into computers
- Record Team Member information, such as exemptions, transfers, and resignations, to maintain and update payroll records
- Process and issue Team Member paychecks and statements of earnings and deductions
- Keep track of leave time, such as vacation, personal, and sick leave, for Team Members



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- Compile Team Member time, production, and payroll data from time sheets and other records
- Distribute and collect timecards each pay period
- Issue and record adjustments to pay related to previous errors or retroactive increases
- Provide information to Team Members and managers on payroll matters, tax issues, benefit plans, and collective agreement provisions
- Keep informed about changes in tax and deduction laws that apply to the payroll process
- Compile statistical reports, statements, and summaries related to pay and benefits accounts, and submit them to appropriate departments
- Conduct verifications of employment
- Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards
- Report to management regarding the finances of establishment
- Establish tables of accounts and assign entries to proper accounts
- Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology
- Timely gathering, processing, and submission of all accounting paperwork such as; IFTA, sales tax, payroll taxes, end of year taxes, W2's, 1099's, as well as other forms and associated documents
- Review all invoices for appropriate documentation and approval prior to payment
- Sort and distribute incoming mail
- Process Purchase Orders and match invoices
- Prioritize invoices according to cash discount potential and payment terms
- Process check requests
- Audit and process credit card bills
- Match invoices to checks, obtain all signatures for checks and distribute checks accordingly
- 1099 maintenance
- Respond to all vendor inquiries
- Reconcile vendor statements, research and correct discrepancies
- Prepare and file month end closing & year end closing of financial reports
 - Prepare forms or applications
- Thinking Creatively
- Judging the Qualities of Things, Services, or People
- Interpreting the Meaning of Information for Others
 - Communicate organizational information to customers or other stakeholders
- Provide Consultation and Advice to Others
- Performing Administrative Activities
 - Execute sales or other financial transactions
 - File documents or records
 - Prepare business correspondence
- Getting Information
 - Read materials to determine needed actions
- Communicating with Persons Outside Organization
- Answer telephones to direct calls or provide information
- Documenting/Recording Information
 - Maintain records
 - Prepare documentation for contracts, transactions, or regulatory compliance
 - Prepare research or technical reports
 - Record information from meetings or other formal proceedings
- Performing for or Working Directly with the Public
- Processing Information
- Assisting and Caring for Others
- Greet customers, patrons, or visitors
- Interpreting the Meaning of Information for Others
- Travel
 - Valid Operator's License

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Proprietary and Confidential

This document and any files transmitted with it are confidential. If you are not the intended recipient, you have received this document in error. Any use, dissemination, forwarding, printing, or copying of this letter is strictly prohibited unless authorized in writing by Bish Enterprises Inc.



Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

Have you ever been convicted of a felony? YES ☐ NO ☐ Note: A felony conviction does NOT automatically disqualify any applicants from this position.

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
☐ ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
☐ ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
☐ ☐

Job Specific Questions

Are you able to lift?

25 lbs. Always <input type="checkbox"/>	Frequently <input type="checkbox"/>	Seldom <input type="checkbox"/>	Never <input type="checkbox"/>
50 lbs. Always <input type="checkbox"/>	Frequently <input type="checkbox"/>	Seldom <input type="checkbox"/>	Never <input type="checkbox"/>
80 lbs. Always <input type="checkbox"/>	Frequently <input type="checkbox"/>	Seldom <input type="checkbox"/>	Never <input type="checkbox"/>

To your knowledge, is there any reason that would interfere with your attendance and/or job performance during the next year? _____

If yes, explain _____

Accounting Skills:

Check which you have experience:

- | | | |
|--|--|--|
| <input type="checkbox"/> Account Analysis
<input type="checkbox"/> Account Reconciliation
<input type="checkbox"/> Accounting Information Systems
<input type="checkbox"/> Accounting Software
<input type="checkbox"/> Accounts Payable
<input type="checkbox"/> Accounting Processes
<input type="checkbox"/> Accounting Principles
<input type="checkbox"/> Accounts Receivable
<input type="checkbox"/> Accuracy
<input type="checkbox"/> ADP
<input type="checkbox"/> Aging Reports
<input type="checkbox"/> Analytical
<input type="checkbox"/> Analysis
<input type="checkbox"/> Annual Reports
<input type="checkbox"/> Asset Management
<input type="checkbox"/> Attention to Detail
<input type="checkbox"/> Audits
<input type="checkbox"/> Audit Schedules
<input type="checkbox"/> Balance Sheets
<input type="checkbox"/> Banking
<input type="checkbox"/> Bank Deposits
<input type="checkbox"/> Bank Reconciliations
<input type="checkbox"/> Bill Payment
<input type="checkbox"/> Bookkeeping
<input type="checkbox"/> Budgets
<input type="checkbox"/> Business Awareness
<input type="checkbox"/> CenterPoint Accounting
<input type="checkbox"/> Cash Receipts
<input type="checkbox"/> Certified Public Accountant (CPA)
<input type="checkbox"/> Chart of Accounts
<input type="checkbox"/> Check Runs
<input type="checkbox"/> Collections
<input type="checkbox"/> Commitment
<input type="checkbox"/> Communication
<input type="checkbox"/> Compliance
<input type="checkbox"/> Computer | <input type="checkbox"/> Corporate Reports
<input type="checkbox"/> Corporate Tax
<input type="checkbox"/> Cost Accounting
<input type="checkbox"/> Credit Management
<input type="checkbox"/> Credits
<input type="checkbox"/> Crystal Reports
<input type="checkbox"/> Debt Management
<input type="checkbox"/> Depreciation
<input type="checkbox"/> Detail Orientation
<input type="checkbox"/> Federal Tax Law
<input type="checkbox"/> Finance
<input type="checkbox"/> Financial Analysis
<input type="checkbox"/> Financial Reporting
<input type="checkbox"/> Financial Software
<input type="checkbox"/> Financial Statements
<input type="checkbox"/> Financial Statement Analysis
<input type="checkbox"/> Fixed Assets
<input type="checkbox"/> Forecasts
<input type="checkbox"/> Forecasting
<input type="checkbox"/> Full Charge Bookkeeping
<input type="checkbox"/> Full Cycle Month-End Close
<input type="checkbox"/> Full Cycle Year-end Close
<input type="checkbox"/> GAAP
<input type="checkbox"/> General Ledger
<input type="checkbox"/> Great Plains Accounting
<input type="checkbox"/> Great Plains Dynamics
<input type="checkbox"/> Income Tax
<input type="checkbox"/> Interest Calculations
<input type="checkbox"/> Interpersonal Skills
<input type="checkbox"/> Invoices
<input type="checkbox"/> Job Cost Reports
<input type="checkbox"/> Journal Entry
<input type="checkbox"/> Preparation/Posting
<input type="checkbox"/> Mathematical
<input type="checkbox"/> Microsoft Office | <input type="checkbox"/> Monthly Closes
<input type="checkbox"/> Motivation
<input type="checkbox"/> Multitasking
<input type="checkbox"/> MS Access
<input type="checkbox"/> MS Excel
<input type="checkbox"/> MS Word
<input type="checkbox"/> Numerical Competence
<input type="checkbox"/> Oracle
<input type="checkbox"/> Paychex
<input type="checkbox"/> Payroll
<input type="checkbox"/> Payroll Liabilities
<input type="checkbox"/> Payroll Taxes
<input type="checkbox"/> Peachtree
<input type="checkbox"/> Personal Tax
<input type="checkbox"/> Petty Cash
<input type="checkbox"/> Platinum
<input type="checkbox"/> Prepaid Income/Expenses
<input type="checkbox"/> Problem Solving
<input type="checkbox"/> Profit and Loss
<input type="checkbox"/> Professionalism
<input type="checkbox"/> QuickBooks
<input type="checkbox"/> Reconciliation
<input type="checkbox"/> Regulatory Filings
<input type="checkbox"/> Reporting
<input type="checkbox"/> Revenue Projections
<input type="checkbox"/> Revenue Recognition
<input type="checkbox"/> Sales Receipts
<input type="checkbox"/> SAP
<input type="checkbox"/> Special Projects
<input type="checkbox"/> State Tax Law
<input type="checkbox"/> Tax Analysis
<input type="checkbox"/> Tax Compliance
<input type="checkbox"/> Tax Filing
<input type="checkbox"/> Tax Law
<input type="checkbox"/> Tax Liabilities
<input type="checkbox"/> Tax Reporting
<input type="checkbox"/> Tax Returns
<input type="checkbox"/> Tax Software |
|--|--|--|

- ☐ Technology
☐ Teamwork
☐ Time Management
☐ Training

- ☐ Trial Balance
☐ Vouchers
☐ Writing

- ☐ Written Communication
☐ Year End Reporting

List the names of accounting software with which you have direct experience. Please also list the number of years experience:

1. _____ Years: _____ 2. _____ Years: _____
 3. _____ Years: _____ 4. _____ Years: _____

List any additional experience that hasn't already been listed otherwise, (directly related to bookkeeping or administrative assistance) that you have acquired & would benefit Bish Enterprises Inc.:

1. _____ 2. _____
 3. _____ 4. _____

Please list anything that you have done in the past five years to increase your general job skills on your own time? (Please list any degrees, certifications, classes taken, online training, volunteer training, self-training, etc.)

1. _____
 2. _____
 3. _____

References

Please list three professional references. References listed on Resume do NOT need to be relisted.

Full Name: _____ Relationship: _____
 Company: _____ Phone: _____
 Address: _____

Full Name: _____ Relationship: _____
 Company: _____ Phone: _____
 Address: _____

Full Name: _____ Relationship: _____
 Company: _____ Phone: _____
 Address: _____

Disclaimer and Signature

It is Bish Enterprises Inc. policy to hire the applicant whose skills are best suited to meet the company's requirements. A verifications check is routinely conducted for this purpose. By signing this application, I am allowing Bish Enterprises permission to conduct background research and verification.

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I further understand that I may be required to undergo drug testing prior to employment. I understand that test results may not be available prior to my starting date. If the results are positive, I will be required to submit to a second test. I understand that positive results on the second test will constitute grounds for termination.

Signature: _____ Date: _____