

# Associate Farm Financial Consultant

## Summary of Position:

A successful candidate will work directly with NFBI's Farm Financial Consultants in the preparation of client's analysis and tax preparation services. The position is essentially an on-the-job training for a long-term career with NFBI. NFBI's office is located in Lincoln but we work with producers across the state, so this position will require some travel (including 10-20 overnights) within Nebraska. In addition to working directly with consultants, the position requires monthly accounting processing, other data entry, and miscellaneous office tasks.

## Qualifications:

- Have a Bachelor's degree (Agricultural Economics or AgBusiness, preferred)
- Have the ability to effectively use computer technology, software, and applications
- Be detail oriented and effectively communicate with individuals and groups
- Have strong planning, prioritization, and organizational skills
- Be a self-starter with the ability to work independently but also flexibly as part of a team
- Be able to maintain strict confidentiality
- Be passionate about working with farm families
- Be able to handle a workload that varies depending on the time of the year (busy season is November-April)

## Key Result Areas

### Direct Client Work

- Work with Senior Consultants to learn how to be a consultant and work with farm families
- Travel with Senior Consultants to assist at client meetings across the state
- Assist Senior Consultants with client work (preparing tax returns, analysis, cash flows, depreciation schedules, and miscellaneous requests)
- Contribute in any way needed to the team at NFBI

### General Office Tasks

- Process and review in-house accounting as needed
- Work to complete annual summer project list (Miscellaneous tasks to prepare for the next tax season)
- Assist in preparing/entering data for the annual average books within two weeks of the data being final
- Communicate with clients and handle day-to-day client requests and questions in an efficient manner
- Assist with Ag Econ 301 Class as needed
- Assist with other office projects as needed

## Promotions

- Promote NFBI at events to provide education to clients, potential clients, and others involved in production agriculture
- Attend tradeshow and other promotional opportunities to help gain new clients
- Prepare and organize promotional materials for prospective clients

## Continuing Education

- Complete a basic tax preparation class and FINPACK training course in first year
- Attend a minimum of 16 hours of continuing education in the tax area and 8 hours of continuing education in the farm finance area per year
- Attend the NAFBAS conference at least one out of every three years
- Watch webinars pertaining to our line of work that will provide a better knowledge of certain topics

## Application date:

Screening of applications is now open and will continue until the job is filled. If an applicant is currently in college with the intention to graduate in May of 2020, we are flexible and willing to work out a part-time arrangement until the applicant is able to work full-time.

## How to Apply:

Send a resume and cover letter to [info@nfbi.net](mailto:info@nfbi.net). Please contact our office with questions about the position.

## Background Check:

By submitting a resume you authorize NFBI to conduct a criminal record check to determine any criminal record and to verify the information contained in your resume. A background check will only be completed if you are offered the position.