

Equity Cooperative Livestock Sales Association

Position Description

Position Title: Accounting Clerk
Location: Baraboo Office
Reports to: Vice President of Finance
FLSA Status: Non-Exempt
Employment Status: Full-time

Overview:

Equity, Wisconsin's largest livestock marketing cooperative, is also one of the nation's largest livestock marketing organizations. Service to its members is a primary obligation of all employees. This position will positively conduct activities and services of the Accounting Department under the direction of the Vice President of Finance.

Essential Functions:

1. Maintains data entry requirements by following data program techniques and procedures
2. Maintains customer databases by verifying entered customer and accounting data by reviewing, correcting, deleting, or reentering data
3. Secures information by completing data base backups
4. Provide accounting and clerical support to the accounting department
5. Prepare reconciliations in a timely manner
6. Daily entry of key data of financial transactions in database
7. Provide assistance via phone to support company personnel throughout WI and IA markets
8. Research, track and restore accounting or documentation problems and discrepancies
9. Inform management and compile reports/summaries on activity areas as directed
10. Function in accordance with established standards, procedures and applicable laws
11. Maintains customer confidence and protects operations by keeping information confidential.

Qualifications and Requirements:

1. Familiarity with basic accounting procedures
2. Competency in MS Office, databases and accounting software
3. Hands-on experience with spreadsheets and financial reports
4. Accuracy and attention to detail
5. Aptitude for numbers
6. Ability to perform filing and record keeping tasks
7. Data entry and word processing skills
8. Well organized
9. Associate's degree or relevant certification is a plus