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Equity Cooperative Livestock Sales Association Position Description

Position Title: Accounts Receivable/Collection Specialist
Location: Baraboo Office
Reports to: Vice President of Finance
FLSA Status: 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 Accounts Receivable Department under the direction of the Vice President of Finance. The role of the Accounts Receivable/Collection Specialist is to apply payments, monitor accounts receivable to ensure timely payments for livestock sold and to establish strong, competitive, and profitable cooperative. This position will conduct daily responsibilities in accordance with established goals, plans, procedures and budgets as directed by the Vice President of Finance.

Essential Functions:

1. Perform duties in compliance with all State and Federal Rules and Regulations that apply to credit and collection activities.
2. Ensure compliance with all Equity policies.
3. Apply daily payments received at market locations and cooperative headquarters.
4. Balance buyer accounts receivable daily and communicate with buyers for timely collection.
5. Communicate daily with various market management and/or field representatives regarding payment collection from buyers and buyers' current status.
6. Assist market staff in balancing market accounts receivable.
7. File bond claims on livestock dealers not making timely payments.
8. Report NSF checks – collect or prosecute through the County District Attorney.
9. Process and report write-offs per cooperative policies and procedures.
10. Maintain buyer special handling list and instructions, reporting to markets as needed.
11. Facilitate inquiries from potential buyers through Cattle USA online platform.
12. Process Buyer's Application forms, working with banks to verify potential buyers' information and establish payment terms per cooperative's policies.
13. Assist Accounting Staff with journal entries and account reconciliations.
14. Process various private treaty transactions, helping to balance and close out at end of day.
15. Assist Vice President of Finance with records for legal requests – Subpoenas, estates, etc.
16. Manage requests from the United States Department of Agriculture Grain Inspection, Packers, and Stockyards Administration, and Wisconsin Department of Agriculture, Trade, and Consumer Protection.
17. Perform other duties, as assigned.

Qualifications and Requirements:

1. Accounting experience in journal entries and general ledger.
2. Prior experience in accounts receivable and collections.
3. Knowledge of livestock industry, specifically livestock marketing strongly preferred.
4. Familiarity with USDA GIPSA regulations helpful.
5. Strong mathematical aptitude
6. Exceptional Interpersonal skills
7. Great communicator, both verbal and written.
8. Well organized and efficient worker.
9. Superior reasoning, judgment, and decision-making capability.
10. Proficient computer skills and Microsoft Office software (Outlook, Excel, Word).
11. Some Saturday availability by phone is required to provide credit support to markets during sale day.