

## **Equity Cooperative Livestock Sales Association**

### **Position Description**

**Position Title:** Accounting Clerk  
**Location:** Baraboo Office  
**Reports to:** Controller  
**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 support the accounting department with administrative and financial tasks under the direction of the Controller.

#### **Essential Functions:**

1. Maintains data entry requirements by following data program techniques and procedures.
2. Maintains customer databases. Updating customer and accounting data by reviewing, correcting, deleting, or reentering data.
3. Assist with bank reconciliations by importing daily check issues and cashed check files.
4. Process direct deposits transactions daily.
5. Daily entry of key data of financial transactions in database and spreadsheets.
6. Process Private Treaty transactions for auction markets.
7. Complete inventory counts and maintain storeroom items. Must be able to lift 50 pounds.
8. Filing, scanning documents and maintaining accounting files and financial filing systems.
9. Answering phones, communicating with colleagues, customers and vendors. Transferring calls to appropriate individuals.
10. Function in accordance with established standards, procedures, and applicable laws.
11. Maintains customer confidence and protects operations by keeping information confidential.
12. Prepare reconciliations in a timely manner.
13. Assist accounting staff when needed and other duties as assigned.

#### **Qualifications and Requirements:**

1. Associate's degree or relevant certification is a plus, or equivalent experience.
2. Familiarity with general accounting procedures, principles and data management.
3. Competency in MS Office, Excel, Word, Outlook
4. Hands-on experience with spreadsheets
5. Strong attention to detail, organizational skills and excellent communication and time management skills.
6. Adapt to changing work environment.
7. Data entry and word processing skills

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