Equity Cooperative Livestock Sales Association
Position Description

Position Title: Assistant Controller
Location: On-site Baraboo, Wi
Reports to: Controller
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. The Assistant Controller position will take ownership and responsibilities of the Finance/Accounting Department to provide accounting support and customer services to the corporate office and market locations throughout the Midwest. The role of the Assistant Controller is to provide accurate and timely financial information to aid the Management Team in making decisions to establish a strong, competitive and profitable cooperative. The position will be comfortable maintaining daily, weekly, and monthly recurring activities, unplanned business events, deadlines, and improve processes in a manner that meets all Cooperative policies, and manage responsibilities in accordance with established goals, plans, procedures and budgets as directed by the Controller.

Essential Functions:

1. Oversee, manage, monitor, and process daily accounting, cash management transactions, general ledger activities, accounts receivable, accounts payable, and fixed assets.
2. Execute timely and accurate completion of monthly accounting close processes including general ledger maintenance, journal entries, multiple bank reconciliations, account reconciliations, and preparing financial statements.
3. Oversee and support accounting associates with technical guidance and training, serve as trusted backup to Controller, encourage accountability and continuous improvement, and progressively develop leadership responsibility.
4. Ensure compliance with GAAP standards, federal, state and local tax regulations.
5. Coordinate/assist with internal and external audits, including preparing work papers, providing support documentation, responding to inquiries, supporting internal/external tax audits, and procedures.
6. Proactive analysis of financial data, identifying process improvements, automation opportunities/solutions to enhance efficiency and accuracy recommendations to Controller.
7. Assist and analyze financial statements, accounts, and data for unusual trends or discrepancies and interact with other departments and markets to resolve any problem.
8. Support the budgeting and forecasting processes for assigned areas and provide variance analysis.
9. Maintain internal control review, document financial procedures and policies as needed.
10. Responsible/oversee and process monthly and annual tax filing, such as, 1099s, federal, state, and local tax returns as needed/requested.
11. Lead and drive change by recognizing opportunities and implementing efficiencies and by influencing management, peers, and associates.
12. Process data through various software, including SAGE accounting software, proprietary livestock marketing software, and Microsoft Office suite.

13. Provide support to corporate office, market locations, and members.
14. Maintains customer confidence and protects operations by keeping information confidential.
15. Perform duties as assigned.

Qualifications and Requirements:

1. Bachelor's degree in Accounting, Business Administration, or equivalent work experience.
2. Two to five years of progressive accounting/finance experience in a fast-paced corporate environment preferred.
3. Experience with multiple ERP systems and financial reporting software preferred.
4. Strong commitment to delivering high-quality, on-time, accurate financial statements.
5. Advanced proficiency and hands-on experience in MS Office, databases, spreadsheets, and accounting software.
6. Proven ability to identify, develop, and implement/automate process improvements.
7. Demonstrate the ability to be reliable and punctual on-site attendance is an essential function of this position to ensure adequate daily coverage, maintain team productivity, and meet operational deadlines.
8. Accuracy, attention to detail, and exceptional communication both verbal and written.
9. Interpersonal skills, working efficiently, and being well organized.
10. Strong reasoning, judgment and decision-making capabilities.