



Accounting Clerk

About The Equity

The Equity is an independent ag cooperative headquartered in Effingham, Illinois and has over 500 employees. Our market area currently includes 22 locations and covers central Illinois and southwest Indiana. The Equity has five divisions including: Agronomy, Grain, Feed & Livestock, Energy, and two Retail Stores, plus a Precision Agronomy dealership as well as a cutting-edge drone sprayer business. The Equity's mission is to deliver value to our customers through operational excellence, providing information, exploring opportunities, and supporting profitable roles for producers.

Location: Corporate Office, Effingham, Illinois
Reports to: Controller
Compensation: Hourly - Commensurate with experience

Benefits Overview:

- Paid vacation, 6 days Paid Time for All, 9 paid holidays, 2 paid floating holidays
- 401k match up to 6%
- One week paid Parental Leave
- Referral Program
- Company Incentive Program
- Medical, dental, and vision
- Paid Life insurance and long-term disability insurance

Required Knowledge, Skills, and Leadership Characteristics:

- Minimum two years sales tax and bookkeeping experience preferred
- Associate's degree in accounting or related field preferred
- Agricultural background with exposure to Ag-business helpful
- Self-motivating personality as well as team building skills
- Demonstrates ability to work effectively without direct supervision
- Exceptional time management, multitasking, accounting, and organizational skills
- Proficient with Microsoft Office applications
- Strong verbal and written communication skills
- Ability to define problems, collect data, establish facts, and draw valid conclusions

Key Responsibilities:

1. Follow all established personnel and safety policies and procedures.
2. Responsible for monthly filing of sales tax returns.
3. Assist with completing bank deposits and bank reconciliations.
4. Preparation of reports to support departmental analysis.
5. Weekly review of work order repairs and monthly review of work order reports.
6. Assist with Unclaimed Property procedures.
7. Responsible for daily processing of internal transfers.
8. Assist with the A/P process, which is based on departmental procedures and pre-defined authorization guidelines, including:
 - a. the matching and processing of appropriate product purchase orders.
 - b. the processing of supplier invoices and receiving documents.
 - c. the scanning and filing of invoices and other related documents.
9. Assist in reconciling general ledger accounts.
10. Assist with year-end audit procedures.
11. Other duties as assigned.

Work Environment: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The nature of the business may require extended office hours.

Submit resumes to Brooke Osteen, Brooke.Osteen@TheEquity.com by Tuesday, December 10, 2024.



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Physical Demands: While performing the duties of this job, the employee is regularly required to speak and listen. The employee frequently is required to stand; walk; use hands to handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift office products and supplies up to 20 pounds.

Travel: The employee may be required to travel to other facilities in The Equity trade area, conferences, educational opportunities, and other job-related activities.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time.

Effingham Equity shall not be liable for, shall not pay, and expressly rejects and disclaims any and all responsibility or liability for any commission, expense, fee or cost claimed or charged by any recruitment or employment agency, firm, or company in connection with the employment of any candidate selected by Effingham Equity for the position described above unless a written contract is executed by Effingham Equity and such employment agency, firm or company before Effingham Equity makes an offer of employment to such candidate.