

**PIERCE PEPIN COOPERATIVE SERVICES
ELLSWORTH, WISCONSIN**

**POSITION DESCRIPTION
PART TIME / INTERNSHIP**

ACCOUNTANT

DEPARTMENT: Finance

STATUS: Hourly, Non-Exempt, Part Time, Internship

I. POSITION SUMMARY

The Accountant position supports the Finance team by assisting with daily, monthly, and project-based accounting and administrative activities. This position will gain hands-on experience in accounting operations while supporting the accuracy and efficiency of financial records and processes.

II. REPORTING RELATIONSHIPS

- A. Reports to: Chief Financial Officer, VP Finance
- B. Secondary Reports to: Senior Accountant

III. MAJOR RESPONSIBILITIES

A. Essential Functions

1. Process accounts payable invoices on a daily basis in accordance with established procedures.
2. Process and reconcile credit card transactions to ensure accuracy and compliance.
3. Complete miscellaneous receivables processing as part of month-end close activities.
4. Maintain purchase orders and work orders, including updates and routine monitoring.
5. Submit invoices to the state for grant reimbursement in a timely and accurate manner.
6. Assist with monthly work order close activities and related documentation.
7. Assist with record retention efforts in accordance with organizational policies.
8. Participate in physical inventory of general plant assets as needed.

B. General Requirements

1. Seek out and recommend new and innovative ways to improve the cooperative experience for members and customers.
2. Work collaboratively with all employees to support respectful and effective working relationships.
3. Demonstrates cooperative shared values.
4. Learns and complies with all Cooperative policies, rules, and regulations.

The **Accountant** shall be required to perform any other duties assigned to fulfill the Cooperative's objectives.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities of personnel so classified.

IV. EXTERNAL RELATIONSHIPS

- A. Members / Customers: To assist and to respond to questions and inquiries.
- B. General Public: Maintains good relations in **all** contacts with the general public.

INTERNSHIP POSITION SPECIFICATIONS

ACCOUNTANT

Job Knowledge, Training and Experience:

1. Education: High school diploma or equivalent. Pursuing or completed an associate or bachelor degree in accounting, finance, business administration, or related field.
2. Experience: Basic understanding of accounting principles, including accounts payable and general ledger concepts. Experience with data entry, clerical, or administrative tasks, preferably in an office or business setting. Volunteer experience within these areas is acceptable.

Equipment Operated: Position utilizes computers and other standard office equipment in the completion of duties.

Abilities and Skills:

- Must have the ability to take direction and initiative, work independently and multi-task.
- Must have the ability to work with financial data accurately and maintain attention to detail.
- Effective verbal and written communication skills.
- Familiarity with Microsoft Excel and other Microsoft applications.
- Ability to maintain confidentiality and handle sensitive financial information appropriately.
- Eager to learn and grow your professional skills.

Physical and Mental Effort:

1. Must be able to sit, walk and/or stand for prolonged periods, up to seven hours in an eight-hour day, with or without back support.
2. Must be able to perform required work, with or without assistance.
3. Must be able to communicate effectively to provide information and assistance.
4. Must be able to move throughout the buildings.
5. Must be able to use computer and office equipment.
6. Must have dexterity and hand/eye coordination necessary to operate necessary equipment, computer keyboard, and communication equipment.
7. Hearing activity requires the ability to participate in numerous conversations throughout the day, both in person and over the telephone.
8. Must have the ability to maintain concentration and focus on tasks requiring timeliness and attention to detail.

Working Conditions:

1. Must be able to complete job duties in an environment with some background noise and frequent interruptions.
2. Must be able to work in an office environment.

Travel: None

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are primary to the performance of this job, and other job duties include those that are considered secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

New: 02/20/2026

Pierce Pepin Cooperative Services reserves the right to revise or change the job responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

To apply, candidates must send their resume to:

Charity Lubich

Vice President, Member Relations & Human Resources

Pierce Pepin Cooperative Services

PO Box 420

Ellsworth, WI 54011

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