

Position Description

Accountant I

Job Summary and Objectives

The Accountant I is responsible for keeping Cooperative financial records in conformity with generally accepted accounting principles and RUS requirements, to provide reliable and timely financial reporting and statistical information for effective decision making and control, and to facilitate proper utilization and internal control over Cooperative assets. The Accountant I will work closely to assist the Director of Finance and Senior Accountant with general accounting and accounts payable. They will maintain capital credit subsidiary and handle member inquiries about capital credits. The Accountant I will act as an effective accounting representative for the Cooperative in local, state, regional and national utility accounting organizations to gain valuable insight beneficial to the Cooperative.

Responsibilities and Essential Job Functions

- A. Maintains the General Ledger, Depreciation Schedule and Continuing Property Records for the Cooperative.
- B. Process and reconciles miscellaneous Accounts Receivable.
- C. Process and reconcile daily material/inventory transactions.
- D. Processes Accounts Payable.
- E. Determines sales and use tax liability on purchases.
- F. Researches state and local taxes.
- G. Reconciles bank statements.
- H. Serves as Credit Union Representative.
- I. Compiles and submits reports for county personal and property taxes.
- J. Assists with records for license renewal on Cooperative vehicles.
- K. Assists with maintaining transportation records.

- L. Assists with preparation for the Annual Audit.
- M. Assists with Work Order process.
- N. Assists in budget preparation and analysis.
- O. Assists in reconciling subsidiary ledgers to the general ledger.
- P. Serves as custodian for petty cash fund and general authorized user credit card.
- Q. Observes all safety rules.
- R. Preserves confidentiality of Cooperative issues when relating to staff, consumer/members and general public.
- S. Supports the Bylaws, guidelines, policies and philosophies of the Cooperative at all times.

These statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is not intended to be construed as an exhaustive list of all responsibilities and tasks that may be assigned.

Relationships

Reports to: Controller

Directs: none

Internal: Provides information to Director of Finance on both general and special work assignments; to seek advice and to advise on any unusual problems affecting the job; to furnish financial information to aid in management decisions. Seek advice of Senior Accountant as well as advise of any situations requiring attention. Collaborate with Information Technology Department to provide or seek advice in developing accounting reports or projects. Provides professional, respectful, and courteous support to employees and management staff.

External: Maintains excellent relations with outside Auditors, CoBank, CFC Regional Vice President, other cooperatives, members and the general public when carrying out the responsibilities of this position.

Physical Requirements

This position mainly requires sitting to complete work with a computer and telephone. Some walking and standing are also required, as well as occasional lifting and/or carrying and/or pushing/pulling of various items less than 20 pounds. Visual and audio acuity is essential to this position.

Qualifications

To perform the job successfully, an individual should have the following education, competencies, and experience:

- High school diploma or equivalent required.
- Experience with budget analysis, financial statements, general ledgers and other accounting activities are essential. RUS accounting is preferred.
- Bachelor's degree in Business Administration with a major in Accounting preferred or a combination of relevant work experience and education is acceptable.
- High degree of ethical conduct, moral standards and confidentiality.
- Demonstrate knowledge of office procedures, equipment and administrative functions.
- Strong communication skills, both verbal and written, and the ability to effectively deal with people under difficult circumstances.
- Knowledge of data processing and its application to a public utility.
- Thorough knowledge of RUS accounting procedures and working knowledge of information systems and internal accounting controls.
- Ability to create and perform internal audit procedures.
- Demonstrate analytical traits and ability to assist in studying and interpreting trends in the operations of the Cooperative and recommend improvements that can be made.
- Possess the ability to understand information systems and the skill to coordinate this with good internal accounting control.

Working Conditions

Normal office conditions, some irregular hours may be required to include extended shifts when dealing with outages. Occasional day time or overnight travel for training and conference attendance as needed to complete the responsibilities of the position.

The Accountant I is a non-exempt position.

Co-Mo Connect Powered by Co-Mo Electric Cooperative is an Equal Opportunity Employer and employment is at-will.

Reviewed by Supervisor

Printed Name: _____

Signature: _____

Date: _____

Reviewed by Employee

Printed Name: _____

Signature: _____

Date: _____