



Accountant

Department: Administration

Job Description

- I. BASIC FUNCTION**– Assist with daily Accounting and Financial tasks. Responsible for the general accounting function including preparing journal entries, maintain balance sheet schedules.

II. DUTIES AND RESPONSIBILITIES

- A. Serves Members by providing services requested, answering questions, and offering assistance.
- B. Ensures the present and future accomplishments of departmental and organizational goals by assisting the General Manager in developing the competencies, teamwork, and professionalism of departmental staff.
- C. Assists with rates and Power billing/Large power.
- D. Assists General Manager with Financial Forecasts.
- E. Serves as an internal auditor.
- F. Assists Billing Specialist with billing.
- G. Assists Human Resources with payroll duties.
- H. Supports the work of the Accounting Manager by serving as a backup and process improvement guide across multiple cycles, including:
 - 1. Accounts payable (bill entry and reconciliation)
 - 2. Accounts receivable (Invoicing)
 - 3. Expense Reporting
 - 4. Customer and vendor inquiries concerning account balances and open transactions
 - 5. Benefits Reconciliation.
 - 6. Prepare and post Journal Entries
- I. Required to maintain confidentiality.
- J. Adheres to safety rules and practices
- K. In addition, other responsibilities, may be assigned by the General Manager and Manager of Accounting to perform other duties from time to time.

III. QUALIFICATIONS

- 1. Bachelor's Degree in Accounting.
- 2. General Knowledge of Computer Operations: Microsoft outlook, Microsoft Office, and Microsoft Excel.
- 3. Strong Customer Service skills required.
- 4. Advanced proficiency in Microsoft Excel is required.

5. Must be detail oriented.
6. Full-cycle accounting skills.
7. Demonstrates problem solving, data analysis and critical thinking skills.

IV. WORK BEHAVIOR

1. Must be a great team player.
2. Must have a positive attitude.
3. Possess good interpersonal skills including the ability to maintain a harmonious working relationship with all Cooperative employees.

V. WORKING CONDITIONS

1. Good physical condition: Sitting (75%), Standing/walking (25%), bending, lifting (10lbs. minimum)
2. Effective time management is essential. Must be able to handle multiple tasks with varying timelines and changing priorities.
3. Must have effective oral and written communication skills.
4. On call during emergencies
5. Occasional Travel for training

VI. REPORTING RELATIONSHIPS

- A. Reports to:
 - (1) Manager of Accounting
 - (2) General Manager