

POSITION DESCRIPTION

GENERAL STATEMENT OF FUNCTIONS

Provide financial, clerical and administrative services to ensure efficient maintenance and processing of accounts payable and receivables transactions. Accurately record assigned accounting transactions consistent with approved and prescribed accounting practices and procedures. Provide backup for other accounting functions as assigned.

SPECIFIC DUTIES AND RESPONSIBILITIES

General

- Perform bank cash delivery and mail services
- Process and reconcile electronic check deposits
- Perform daily data entry for Bank Reconciliation process
- Process monthly billing of member accounts
- Analyze, evaluate and reconcile subsidiary ledgers and records as directed, including but not limited to tax liability, construction and retirement of plant, special equipment, continuing property records
- Assist with analysis and maintenance of all ledgers, financial forms and reports, annual audit work papers, monthly and year-end closings
- Assist other Cooperative departments with research or obtaining information pertaining to accounting records
- Maintain Fixed Assets items in inventory control
- Assist with payment of taxes and generating reports
- Update and maintain vendor records in UPN software
- Perform assigned ConnectAnza accounting functions (to be determined)
- Format instructions for Accounting functions into Standard Operating Procedures as assigned
- File, organize, and maintain accounting records
- Provide backup for accounts payable, system reconciliations, and utility billing
- Assist with any in-house or off-site Cooperative activities or functions as requested, including the Annual Membership Meeting
- Other duties as assigned

EDUCATION, EXPERIENCE AND QUALIFICATIONS

Education

- High School Diploma or GED equivalent required

Accountant II

Experience

- 3-5 years' experience in an office environment with accounting responsibilities preferred. A combination of relevant education, training, and experience may be substituted when competency in the role is demonstrated
- Experience and demonstrated competency in office software including spreadsheets, presentations, and document preparation

Knowledge and Abilities

- Knowledge of generally accepted accounting principles, internal control concepts, and computerized accounting systems
- Ability to prioritize, manage, and complete multiple tasks simultaneously, within critical deadlines
- Excellent problem solving and decision-making skills
- Excellent organizational and presentation skills
- Ability to maintain the highest level of confidentiality
- Ability to write reports and business correspondence
- Ability to read, analyze and interpret material used for accounting duties
- Excellent oral, written and interpersonal communication skills and ability to tactfully and courteously communicate with the general public, cooperative departments and employees
- Ability to understand verbal/written instructions
- Ability to perform basic math calculations (averages, rates, conversions, etc.)

PHYSICAL AND MENTAL ABILITIES

- Health to maintain a minimum 40 hour work week
- Sit, walk, stand, kneel, lift (up to 25 pounds)
- Fingering skills for use of computer, calculator and other office equipment
- Good vision and hearing to perform all requirements of this position
- Willing to work irregular hours or long, continuous periods of time to meet the needs of the cooperative
- Able to handle multiple tasks and work under deadlines and pressure

REPORTING RELATIONSHIP

Reports to the Office Services Manager

POSITION CLASSIFICATION

Full Time, Non-exempt

Accountant II

NORMAL WORK SCHEDULE

Alternative Workweek Schedule:

Monday – Thursday 7:00 am to 4:30 pm

Friday 7:30 am to 4:00 pm

Alternating-Friday off

I have read and understand this Position Description:

Signature

Print Name

Date Signed

_____ Employee Copy _____ File Copy