

JOB DESCRIPTION

Position Title: Staff Accountant

Department: Accounting

Reports To: Accounting Manager

FLSA Status: Hourly

Education Requirements: Bachelor Degree in Accounting

Experience Requirements: 2 years of accounting experience preferred; knowledge of cooperative accounting and background with electric utility beneficial; knowledge of Microsoft office package; key board and 10 key calculator experience; valid driver's license.

Physical Requirements: Ability to sit at a work station for long periods of time and ability to lift 30 pounds.

Summary: Staff Accountant is responsible for the proper accounting of construction and retirement work orders, material purchases, inventory adjustments, and other plant activity.

This includes proper record keeping of labor, material, overhead charges and other cost totals charged to construction and retirement of work orders. Accurate accounting must be completed of inventory purchase, receipt, transactions, retirement and resale. S/he is responsible for completion of annual physical inventory count and reconciliation with inventory records and general ledger.

Prepares audit work papers for annual audit pertaining to work orders and continuing property records, and inventory records. Essential to the position is maintaining RUS guidelines for work order records and retention. Generate reports including work order, RUS Form 219, Special Equipment and month end material and inventory.

This role will also track "on-call" time for lineman and manage vehicle mileage from job order sheets and mileage record sheets and reconcile to odometer reports and system records. Tracking of new service orders and recording aid-to-construction & right-of-ways received to determine release for construction.

Staff Accountant is also responsible for accounts payable and determines proper account coding of accounts payable and enters into system from invoices received. Print checks for invoices due, assembles necessary paperwork and pays invoices. Reconciles accounts payable subsidiary ledger with general ledger on a monthly basis.

This position will assist the billing supervisor in coordinating and processing service orders through company specific software.

Is able to work independently, detail-oriented, and organized are key. S/he must have good communications skills as the position works closely with customers within the organization, vendors, and members of the cooperative. Must be a team player.

This job description is no way state or implies that these are the only duties to be performed by the employee incumbent in this position. Employee will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.