

JOB DESCRIPTION

Job Title: Accountant
Department: Finance and Administration
Reports To: Accounting Manager
FLSA Status: Non-Exempt
Approved Date: April 2018

SUMMARY. Maintains a complete and systematic set of subsidiary records and ledger accounts to record financial transactions of the system by performing the duties assigned in a manner which produces maximum economic and administrative efficiencies.

DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Set up and maintain other accounts receivable accounts, tax codes and necessary accounting.
- Verify and process other accounts receivable invoicing monthly including member loans, work for others, other member services, etc. Check past due accounts, send second notices and report status of past due balances.
- Processes monthly ACH payments for long-term debt. Maintains subsidiary records of long-term debt.
- Verify and process member loan applications, prepare due diligence review, secure and file executed loan documents as required.
- Maintains records of fixed assets and depreciation. Analyzes financial information detailing plant assets and depreciation.
- Verify and process capital credit allocations, retirements and reports. Make corrections to capital credit files. Check capital credit subsidiary totals monthly with general ledger balances.
- Print various queries for management before and after capital credit refunds. Verify accuracy of capital credit retirement.
- Verify and process annual kWh tax reports and file necessary forms with state.
- Reconciles monthly billing of consumer accounts and electric revenues.
- Checks monthly reports, accounting and general ledger journal entries made from billing.
- Prepares monthly, quarterly and annual state sales and excise tax reports.
- Prepares schedules and supporting documents for auditors.
- Assists, as needed, with checking staking sheets to verify material charge outs and continuing property records. Import and verify work order data from staking software to application software. Compares work orders to staking sheets and makes necessary corrections.
- Assist with verification of payroll, transportation, material and all other applications that provide direct charges to work orders. Verify and process contribution-in-aid-of-construction.
- Monitors and summarizes capitalized payments to contractors.
- Assist department heads in preparation and development of budget and annual work plans in relation to personnel, facilities, equipment and supplies as needed.
- Monitors and administers the record retention program.

- Assists Operations Department, as required, with receiving and issuing materials and supplies to insure accurate accounting of purchases, uses and sales.
- Assists in answering telephone calls and general consumer inquiries.
- Assists with administration of human resources including personnel files, affirmative action programs, fringe benefit programs, personnel policies, records and reports as needed.
- Strives for self improvement of on-the-job skills.
- Possesses a good command of the English language.

SUPERVISORY RESPONSIBILITIES. This job has no supervisory responsibilities.

COMPETENCIES. To perform the job successfully, an individual should demonstrate the following competencies:

Technical Skills. Pursues training and development opportunities; Strives to continuously build knowledge and skills.

Customer Service. Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills. Maintains confidentiality; Remains open to others' ideas and tries new things.

Oral Communication. Speaks clearly and persuasively in positive or negative situations; Responds well to questions.

Written Communication. Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.

Teamwork. Contributes to building a positive team spirit.

Quality Management. Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Cost Consciousness. Conserves organizational resources.

Ethics. Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support. Follows policies and procedures; Completes administrative tasks correctly and on time.

Motivation. Demonstrates persistence and overcomes obstacles.

Planning/Organizing. Prioritizes and plans work activities; Uses time efficiently.

Professionalism. Accepts responsibility for own actions; Follows through on commitments.

Quality. Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Monitors own work to ensure quality.

Quantity. Completes work in timely manner.

Safety and Security. Observes safety and security procedures; Uses equipment and materials properly.

Adaptability. Manages competing demands.

Attendance/Punctuality. Is consistently at work and on time; Ensures work responsibilities are covered when absent.

Dependability. Keeps commitments; Commits to long hours of work when necessary to reach goals.

Initiative. Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Asks for and offers help when needed.

QUALIFICATIONS. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience. Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Language Skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills. To perform this job successfully, an individual should have knowledge of the Microsoft suite of software packages along with any software packages specific to the duties and responsibilities of this position, such as the Cooperative's accounting software package.

Other Skills and Abilities. N/A

Physical Demands. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

EEO & ADA ACKNOWLEDGEMENTS. The Cooperative is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Cooperative will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

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DISCLAIMER. Nothing in this job description restricts management's right to assign or reassign duties.

AFFIRMATIVE ACTION PROGRAM REVIEW. A review of this position description and the physical and mental qualification standards for this position was completed during the month of July 2017. No changes were deemed necessary.