

JOB DESCRIPTION

Job Title: Materials Accountant
Department: Finance and Administration
Reports To: Accounting Manager
FLSA Status: Non-Exempt
Approved Date: April 2019

SUMMARY. To maintain supporting records for construction, retirement, operation and maintenance activities and other related programs in a timely, accurate and cost-effective manner. To provide custodial duties for ordering, receiving, storing and issuing line material, equipment, merchandise for resale, tools and safety equipment in warehouse or storage areas in a manner which produces maximum economic and administrative efficiencies.

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

- Maintains physical control of line material, equipment, merchandise for resale, tools and safety equipment in warehouse or storage areas to assure accountability for all items received, stored, issued and returned.
- Assists in receipt of and accounting for materials purchased when delivered to warehouse area.
- Assists Operations Department, as required, with receiving and issuing materials and supplies to insure accurate accounting of purchases, uses and sales.
- Checks staking sheets to verify material charge outs and continuing property records. Imports and verifies work order data from staking software to application software. Compares work orders to staking sheets and makes necessary corrections. Ensures materials are charged correctly.
- Verifies labor, mileage, material and all other applications that provide direct charges to work orders. Maintains software programs for material handling expense spreadsheets and overhead to labor spreadsheets.
- Accounts for work order activities, accumulates and monitors costs, prepares inventories of completed work orders and summaries of special equipment purchases for appropriate accounting and financing purposes.
- Provides input for maintaining accurate maps by documenting changes. Maintains pole line mileage records by work order inventory.
- Works closely with Operations Department personnel to account for materials issued and returned on a daily basis.
- Reconciles physical inventories with book inventories on a periodic basis to identify variances and resolve differences.
- Promotes good member and public relations within department. Renders prompt, efficient, courteous and reliable service in a safe and orderly manner.
- Maintains all written documentation of various operation and maintenance programs as directed and keeps Operations Manager adequately informed of activities and progress. Coordinates activities with other personnel of the Cooperative.

- Reviews work to insure compliance with specifications, work practice and safety standards; takes corrective action as needed.
- Works closely with Operations Manager to establish reorder points for materials and supplies on-hand. Reports to Operations Manager equipment or tools in need of repair or replacement. Analyzes activities to determine areas of improvement.
- Acts as purchasing agent; solicits competitive pricing, prepare purchase orders and verifies accuracy of invoice pricing from suppliers.
- Develops recommendations for department improvements.
- Utilizes safe working practices and immediately reports all accidents involving personnel, assigned equipment, and/or materials and supplies. Operates vehicles, equipment and tools in a safe and efficient manner. Completes assigned work in a safe and productive manner.
- Assists Operations Department, as needed, to assure adequate records are maintained and proper procedures are followed for handling, storage and disposal of environmentally sensitive materials located within warehouse.
- 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. Associate's degree (A. A.) or equivalent from two-year college or technical school; 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 work order and 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 50 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.

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.