

JOB DESCRIPTION

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

SUMMARY. To assemble, tabulate and process cost data for construction and retirement work orders and prepare and balance work order inventories and special equipment summaries. To oversee and maintain supporting records for construction, retirement, operation and maintenance activities and other related programs in a timely, accurate and cost-effective manner. To assist with custodial duties for 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.

- Checks staking sheets to verify material charge outs and continuing property records. 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 payroll, transportation, material and all other applications that provide direct charges to work orders. Verifies and processes contribution-in-aid-of-construction. Maintains software programs for material handling expense spreadsheets and overhead to labor spreadsheets.
- Check accuracy and proper accounting of accounts payable invoices for work order related materials, supplies and contract labor.
- Accounts for work order activities, accumulates and monitors costs, runs monthly reports, closes work orders, prepares inventories of completed work orders and summaries of special equipment purchases for appropriate accounting and financing purposes.
- Inputs and updates construction work plan projects in work order software package.
- Monitors receiving and issuing materials and supplies to insure accurate accounting of purchases, uses and sales. Provide assistance receiving materials and supplies as needed.
- Process monthly inventory and run reports to reconcile with general ledger balance.
- Assists with city taxes on materials used each month.
- Provides input for maintaining accurate maps by documenting changes. Maintains pole line mileage records by work order inventory.
- Updates underground locate maps with additions and retirements. Submits updates to SD One Call on a regular basis.
- Summarizes monthly construction and retirement activities by cost codes to generate historical data utilized by consulting engineer to prepare construction work plans.
- Works closely with Operations Department personnel to account for materials issued and returned on a daily basis. Prepares cost estimates for various projects as requested by Operations personnel.

- Assists with reconciliations of physical inventories with book inventories on a periodic basis to identify variances and resolve differences.
- Reviews work to insure compliance with specifications, work practice and safety standards; takes corrective action as needed.
- Set up and maintain other accounts receivable accounts, tax codes and necessary accounting.
- Verify and process work for others accounts receivable invoicing on a monthly basis. Assists with follow-up on past due accounts, sends second notices and reports status of past due balances.
- Assists in answering general consumer inquiries about security lights, water heaters, replacement parts, etc.
- Maintains historical work order and special equipment close out statistics and information for preparation of construction work plans and loan applications by consulting engineers.
- Analyzes department activities to determine areas of improvement. Makes recommendations to Accounting Manager for improvements in department.
- Works closely with Accounting Manager in development of programs designed to accomplish goals of department.
- Promotes good member and public relations within department. Renders prompt, efficient, courteous and reliable service in a safe and orderly manner.
- Assists in preparation of all documentation, as required, and keeps Accounting Manager adequately informed of activities and progress. Coordinates activities with other personnel of the Cooperative.
- 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.
- Maintains a level of continuing education to keep informed on current developments in related areas.
- Strives for self improvement of on-the-job skills.
- Possesses a good command of the English language.

SUPERVISORY RESPONSIBILITIES. Directly supervises non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

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 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.