

ACCOUNTANT – LEVEL 2
COLUMBUS ELECTRIC COOPERATIVE, INC.

POSITION FUNCTION:

To accurately record and interpret assigned financial and accounting transactions consistent with approved and prescribed accounting practices and procedures.

EDUCATION:

- Bachelor's degree in accounting, economics, or related degree: **or**
- a minimum of five (5) years in an accounting position:
- Previous electric utility accounting experience helpful.

QUALIFICATIONS:

Must have working knowledge of generally-accepted accounting principles

Must be proficient in Microsoft Office.

Familiarity with RUS Uniform System of accounts is preferred.

JOB FUNCTIONS:

Functions include, but are not limited to: performing all accounting duties; oversees member billing and related information; accuracy and reliability of all automated accounting procedures.

Prepares financial statements, prepaid insurance, depreciation, payroll overhead, tax reports and cash receipts and disbursements, assists in preparation and review of general ledger and reports, various account journals, maintains inventory reconciliations, prepares various RUS Form 7 information, prepares various journal entries, and performs other related accounting duties.

Requires analyzing data and reports, conducting research, and coordinating people and resources. Skills in developing plans, procedures and goals required. Must be able to present information to others and work under stress

PHYSICAL REQUIREMENTS:

Sedentary work requiring exertion of up to 10 pounds of force occasionally and/or a negligible amount of force constantly to move objects. Light lifting of up to 20 pounds. Job requires sitting most of the time. Requires repetitive motions with hands and fingers such as dialing and keyboarding. Primarily inside work at a desk.

Must be able to use office equipment such as a copier, computer and printer. Must be able to communicate to individuals and small groups.

TASKS, DUTIES AND RELATIONSHIPS:

Maintain accounts receivable & general ledger, miscellaneous accounts payable ledger and any related supporting schedules.

Coordinate reconciliation of material inventories with Purchasing. General ledger amounts and inventory system amounts are compared and necessary adjustments are made to the systems.

Maintain all subsidiary ledgers including assets, accounts payable, bank reconciliation, material inventory, and work orders.

Coordinate work order and property record activities.

Maintain work order (Work in Progress) records.

Prepare journal vouchers for prepaid insurance, depreciation, payroll and miscellaneous adjustments.

Prepare monthly financial reports for Board of Trustees.

Prepare or coordinates the preparation of all state and federal tax reports.

Account for Property tax assessments on Cooperative owned property.

Process closed work orders into units of property and transfer the costs to Property Records by journal voucher.

Prepare Inventory of Work Orders for Loan requisitions.

Prepares closing journal entries and certain reports at the end of the fiscal year for lenders and various regulatory bodies.

Coordinates the auditing of records and procedures to insure that proper accounts, descriptions and approvals are utilized and that accounting practices conform with RUS uniform system of accounts.

Prepares reports for management as requested.

Performs other duties as assigned.

REPORTS TO:

1. Office Manager

DIRECTS:

None