

# Accountant II

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## POSITION DESCRIPTION

### **GENERAL STATEMENT OF FUNCTIONS**

Provide financial, clerical and administrative services to ensure efficient maintenance and processing of accounts payable and receivables transactions. Accurately record assigned accounting transactions consistent with approved and prescribed accounting practices and procedures.

### **GENERAL DUTIES AND RESPONSIBILITIES**

- Process accounts payable and accounts receivable
- Process monthly billing of member accounts
- Process adjustments to member accounts
- Analyze, evaluate and reconcile subsidiary ledgers and records as directed, including but not limited to tax liability, construction and retirement of plant, special equipment, continuing property records
- Prepare Line Summary reports, monthly billing statistics; process various end of month reports and summaries of journal entries, deposits, and other financial reports as assigned
- Assist with analysis and maintenance of all ledgers, financial forms and reports, annual audit work papers, monthly and year-end closings
- Assist other Cooperative departments with research or obtaining information pertaining to accounting records
- Assist with Records Management and retention to include filing and disposal of appropriate accounting records
- Assist with any in-house or off-site Cooperative activities or functions as requested, including the Annual Membership Meeting
- Other duties as assigned

### **EDUCATION, EXPERIENCE AND QUALIFICATIONS**

#### **Education**

- High School Diploma or GED equivalent required
- Completion of accounting courses. A combination of relevant education, training, and experience may be substituted when competency in the role is demonstrated

#### **Experience**

- 3 years utility accounting experience, or in combination with another related accounting field
- Experience and demonstrated competency in office software including spreadsheets, presentations, data base and document preparation

#### **Knowledge and Abilities**

- Knowledge of generally accepted accounting principles, internal control concepts, and computerized accounting systems
- Ability to prioritize, manage, and complete multiple tasks simultaneously, within critical deadlines.
- Excellent problem solving and decision-making skills.

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- Excellent organizational and presentation skills.
- Ability to maintain the highest level of confidentiality.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from managers, customers and the general public.
- Excellent oral, written and interpersonal communication skills and ability to tactfully and courteously communicate with the general public, cooperative departments and employees
- Ability to understand verbal and written instructions.
- Ability to perform basic math calculations (averages, rates, conversions, etc.)

## **PHYSICAL AND MENTAL ABILITIES**

- Health to maintain a minimum 40 hour work week
- Sit, walk, stand, kneel, lift (up to 25 pounds)
- Fingering skills for use of computer, calculator and other office equipment
- Good vision and hearing to perform all requirements of this position
- Willing to work irregular hours or long, continuous periods of time to meet the needs of the cooperative
- Able to handle multiple tasks and work under deadlines and pressure
- Ability to operate a company vehicle in accordance with all applicable traffic laws

## **REPORTING RELATIONSHIP**

Reports to the Office Services Manager

## **POSITION CLASSIFICATION**

Non-exempt

## **NORMAL WORK SCHEDULE**

Alternative Workweek Schedule:

Monday – Thursday 7:00 am to 4:30 pm

Friday 7:30 am to 4:00 pm

Alternating Friday off

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I have read and understand this Position Description:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_ Employee Copy      \_\_\_\_\_ File Copy