

Navarro County Electric Cooperative, Inc.

SUBJECT: JOB DESCRIPTION ACCOUNTANT

I. Objectives

To perform various accounting and report preparation activities for the cooperative and assure proper accounting for the assets of the cooperative. Account for the receipts and deposits of all funds, and the disbursements of all authorized expenditures including payroll and keep the General Manager/CEO adequately informed relative to accounting and budget activities so that he/she may determine adequacy, effectiveness, conformity to established objectives and budgets.

II. Responsibilities

- Prepares monthly journal entries.
- Consolidates departmental budgets into annual master budget and reviews with Office Manager.
- Participates in planning of long range programs.
- Keeps abreast of current Rural Electrification Administration and other requirements and developments in accounting.
- Makes studies and reviews trends in costs of doing business, adequacy of margins, etc.
- Maintain in a current and accurate manner CPA and REA Audit Reports.
- Annual Audit - review of internal controls and review of insurance coverage.
- Reviews deposits and reconciles bank statements.
- Maintains file of RUS Bulletins
- Prepares Financial Requirements and Expenditures Statement quarterly.
- Close accounting modules and prepare Form 7 reports.
- Prepares Quarterly Report for Sales Taxes.
- Prepares Year End 1099's.
- Prepares Annual Report to REA.
- Prepares Property Taxes.
- Prepares Operating Statistics and Balance Sheets for Annual Report to members.
- Balances general ledger and all accounting modules.
- Backup for payroll and any other accounting functions as needed.
- Maintains patronage capital accounts and annual escheat requirements.

III. Accounts Payable

- Receiving, verifying, and enter invoices into the accounts payable system.
- Initial Purchase orders and Invoices (after approval) to be paid.
- Payment Processing (checks need two signatures).
- Reconciling vendor statements and accounts payable transactions to ensure accuracy.
- Resolve discrepancies or issues with invoices and payments.
- Maintain accurate financial records, including invoices and purchase orders.
- Scan and maintain copies of invoices and statements.
- Communicate with vendors to clarify invoice details and resolve issues.
- Enter new vendors accurately.

III Relationships

A. Internal

Reports to: Office Manager

Other

Personnel Assigned

B. External

1. Auditors- To cooperate with them and assist them in the Annual Audit.
2. Office Supply Representatives - Information on and purchase of office supplies and equipment.
3. Data Processing Center - To consult with in regard to conversions, reports, changes, and problems.
4. Other Rural Electric Systems - To exchange ideas and information relative to the accounting section operations.
5. REA Field Personnel - To cooperate with the requests, counsel and help as needed and as approved by the Manager.
6. REA Field personnel: To cooperate with the request, counsel and help as needed and as approved by General Manager/CEO.

Essential Skills:

While performing the duties of this job, the employee is regularly required to sit, use hands, handle, talk, and hear. The employee is occasionally required to reach, stand, walk, climb, balance, stoop or kneel, crouch, crawl, push or pull, lift and/or move up to 50 pounds and operate a motor vehicle. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus for visual inspection involving small defects or parts, and/or operation of machines. The employee is subject to hazards due to the proximity of moving mechanical parts, environmental conditions, including extreme heat, extreme cold, and atmospheric conditions.

Comments:

This job description is not intended to be all-inclusive. An employee will also perform other reasonably related business duties as assigned by the immediate supervisor and other management as required. The General Manager of Navarro County Electric Cooperative reserves the right to revise or change the job responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

**Requirements: Associates or Bachelor's degree in Business Administration, Office Management, or a related field preferred. Experience can be considered in lieu of a degree.*

If interested please fill out employment application (www.navarroec.com) under **MyCooperative** tab and email to ltaylor@navarroec.com