

Prairie Land Electric Cooperative Job Description & Requirements

Title: Accountant I
Department: Accounting & Finance
Classification: Hourly, Full-Time
Reports To: Director of Finance
Supervises: N/A

Core Values:

Prairie Land Electric is committed to upholding the following core values as we strive to provide a positive working environment for all our employees and excellent service to our members:

- **Safety** – Hold our employees to the highest safety standards to provide a safe working environment at all times.
- **Respect** – Be professional and considerate in all situations
- **Integrity** – Act with honesty and transparency in all we do
- **Unity** - Show commitment, dedication, trustworthiness, selflessness, and dependability, while working together to achieve our mission.
- **Accountability** – Hold ourselves and others accountable while inspiring others to achieve highest standards.

Job Summary:

The Accountant I supports the accounting department through assisting with the general administration of accounts payable, purchase orders, miscellaneous receivables, amongst other accounting functions. This position will require respectful working relationships, unity with the team, personal integrity, accountability and dedication to cooperative principles.

Essential Duties/Responsibilities:

The following are essential responsibilities of this position and do not include marginal functions that are incidental to the performance of the fundamental job duties. The scope and duties of this position may change or be altered based on the business needs of the Cooperative. The basic requirement of every position is to perform all tasks as assigned by the supervisor. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

- Perform accounting work which requires the regular application of well-established principles, theories, concepts, and practices.
- Provide knowledge that will make the accounting of the Cooperative more effective and efficient through continuous research, training, and education.

- Process accounts payable including assignment of general ledger accounting and reconciliation of invoices to ensure accurate and efficient payments to vendors.
- Prepare payments for monthly, quarterly, and semi-annual franchise fees.
- Prepare and file monthly compensating use tax reports.
- Reconcile monthly credit card statements.
- Create purchase orders for materials ordered, enter material receiving tickets, and reconcile un-invoiced materials.
- Disburse petty cash upon receiving an authorized receipt and reconciliation of petty cash on a regular basis.
- Prepare miscellaneous receivable job charge tickets internally for employee merchandise purchased through AP vendor accounts.
- Assist with Installment Loans and line extension payments
- Administration of the Wright Express Fleet Cards
- Manage the use of Cooperative general use credit cards
- Process monthly Board of Trustee per diems and expense reports.
- Prepare the quarterly Board Audit report.
- Assist with posting of fixed and adjusting general ledger entries
- Assist in collection of information for audits, FEMA, and other projects as needed.
- Provide assistance, support, and back up to other accounting staff as needed.

Minimum Job Requirements:

- An associate degree in accounting or business-related field is preferred, in lieu of a degree, consideration will be given for two years of relative experience in accounting or related field.
- Excellent organization and time management skills.
- Strong verbal and written communication skills.
- Knowledge of accounts payable process preferred.
- Must be a self-starter with advanced problem-solving skills.
- Must be able to perform duties with a high level of accuracy.
- Must be able to work independently, as well as part of a team, creating unity, while consistently meeting deadlines.
- Must be able to maintain a high degree of confidentiality and integrity.

Working Conditions:

Work is performed in an office, which is a controlled environment. Office environment includes sedentary work with normal temperatures and normal conversation noise levels.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit; use hands to manage or feel, talk, and hear. The employee is frequently required to reach with hands and arms, stand, walk, stoop, kneel, or crouch. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to twenty-five pounds. The employee regularly views printed ledgers, printed reports, and invoices.

Requirements are subject to modification to reasonably accommodate individuals with disabilities, with limitations depending on risk to the health/safety of the employee or others.