

Prairie Land Electric Cooperative **Job Description & Requirements**

Title: Accountant II
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 II provides accurate statistical and financial reports required for the effective operation and management of the Cooperative. They provide a reliable system for compiling and safekeeping of general ledger and subsidiary records. They respectfully follow the policies and procedures of the Cooperative as an effective guide to operation. This position requires positive working relationships, personal integrity, 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 Company. 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.
- Prepare and post monthly fixed journal and adjusting journal entries.
- Reconcile general ledger and subsidiary ledgers on a monthly basis.

- Prepare monthly financial statements and board reports.
- Prepare miscellaneous receivable billing for material and services sold to consumers by the cooperative.
- Process material inventory tickets and prepare monthly stock status reports.
- Prepare annual physical inventory count sheets, post annual physical inventory counts and adjustments.
- Maintain asset management records including special equipment and depreciation records.
- Maintain fleet management records and posting of expenses.
- Prepare, process, and close work orders for the accurate accounting, unitization and distribution of plant assets.
- Assist with Installment Loans and line extension payments.
- Reconcile Cooperative bank accounts.
- Reconcile and post daily cash receipts to the general ledger.
- Prepare and file monthly sales tax report.
- Reconcile and prepare property tax payments.
- Prepare IRS Form 1099-MISC and 1099-NEC.
- Assist in the compilation and completion of the property tax filings and other necessary reports and filings for regulatory bodies.
- Provide assistance, support, and back up to other accounting staff as needed.

Minimum Job Requirements:

- A bachelor's degree in accounting, business administration or finance is desirable. Experience may be given consideration in lieu of education.
- A thorough knowledge of generally accepted accounting principles, double-entry accounting, and financial statement preparation and analysis.
- A working knowledge of accounting processes for Accounts Payable, including Chart of Accounts familiarity for proper classification of expenses.
- Must be a self-starter with advanced problem-solving skills.
- Must be able to perform duties with a high level of accuracy.
- Excellent math, accounting, and data analytical skills.
- Excellent verbal and written communication skills.
- Excellent Microsoft Office skills, especially Excel, to maintain programs and spreadsheets developed by the Cooperative and other related entities.
- 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 handle 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 regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. The employee must frequently view general ledgers, journal entries, and printed reports.

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.