

# A/N Electric Cooperative

## Job Description and Specifications



<b>Job Title:</b>	Staff Accountant, Junior	<b>FLSA Status:</b>	<input checked="" type="checkbox"/> Salaried	<input type="checkbox"/> Hourly
<b>Department:</b>	Finance/Accounting	<b>Union Status</b>	<input checked="" type="checkbox"/> Non-Union	<input type="checkbox"/> Union
<b>Reports To:</b>	Director, Accounting	<b>Revision Date:</b>	2/9/2022	

### Summary:

This is an entry-level position which will learn to be responsible for performing a variety of accounting duties in accordance with generally accepted accounting principles. Prepare and post journal entries to the general ledger and reconcile general ledger accounts. Prepare financial statements and various other accounting statements and reports. Perform other accounting duties such as month and year end closing, annual budget preparation and prepare and file various tax returns. Provide assistance to clerical staff.

### Objectives:

- Promote and adhere to A&N Electric Cooperative (the Cooperative) safety and operating rules, procedures and guidelines.
- To assist in the design, development, preparation and maintenance of financial and economic models and perform analyses to support corporate financing and capital requirement decisions, and related financial considerations affecting corporate operations.
- To provide analytical services and support.

### Reporting Relationships:

- Reports to: Director, Accounting
- Directs: None

### Duties and Responsibilities:

- Support and incorporate the Cooperative's Mission, Vision and Values in personal and professional behavior and decisions.
- Comply with all Cooperative policies, procedures, goals and objectives, and meets attendance and punctuality guidelines.
- Understand, observe and enforce cooperative safety and security procedures and report potentially unsafe conditions to department supervisor and/or safety department personnel.
- Prepare subsidiary financial statements including balance sheets, income statements and statements of cash flow, if needed.
- Review, analyze and reconcile general ledger account balances within subsidiaries, if needed.
- Prepare and verify the accuracy of journal entries and make recommendations for corrections.

- Prepares payments by accruing expenses; assigning account numbers; requesting disbursements; reconciling accounts.
- Develops and implements accounting procedures by analyzing current procedures; recommending changes.
- Answers accounting and financial questions by researching and interpreting data.
- Provide guidance and assistance to clerical staff on various work assignments throughout the month to ensure deadlines are met.
- Prepare tax returns and other filings for local, state and federal agencies.
- Assist in the preparation of year-end files for the external audit to ensure that all accounts are materially correct.
- Maintain external contact with audit firms, banks, consumers, and various industry and trade associations. Participate in various meetings, seminars and other community events.
- Participate in physical inventories of general plant records as required or directed to assure accurate reporting of the Cooperative's financial condition.
- Prepare financial reports and provide various presentations to the Board of Directors and management, when requested.
- Responsible for general accounting and office responsibilities including, but not limited to:
  - Processing annual capital credit allocation and annual refund, and reconciling capital credit balances.
  - Assist in preparing monthly sales tax report, as needed
- Perform other related work in addition to other duties as may be assigned.

**Relationships:**

Establishes and maintains a variety of contacts and relationships for the purposes of coordination and communication to achieve the purposes of the position and desired results.

**Internal**

- Director, Accounting: To review and assist with corporate finances and department activities; inform him/her of new developments; to obtain information, guidance and interpretation of policies; to obtain necessary approval.
- General Staff: To give, request or share information to carry out responsibilities of his/her position description or aid in successful achievement of company goals and objectives.

### External

- Members: To maintain courteous and cooperative relationships which create good will.
- Rural Utilities Service: To assist with assurance that the Cooperative is in compliance with all RUS requirements related to financing.
- Other Lending Institutes (e.g. Cooperative Finance Corporation, CoBank, etc.): To maintain ongoing working relationships with other lending institutes providing financing to the Cooperative in matters relating to corporate debt.
- Virginia State Corporation Commission and Maryland Public Service Commission: To maintain working relationship in matters relating to the Cooperative.
- Auditors: To maintain a relationship necessary to ensure external review of all financial records for their accuracy.
- Trade Associations or vendors (NRECA/VMDAEC/NISC): To maintain an open and productive relationship to assist in the efficient flow of information.

### **Education:**

A bachelor's degree (B.A. or B.S.) from an accredited four-year college or university in Finance or Accounting. CPA a bonus.

### **Experience:**

This is an entry level position expected to gain work experience in financial planning and/or analysis, accounting and budgeting. Incumbent expected to become proficient in accounting principles, budgeting and taxes.

### **Job Knowledge:**

Expected to gain a thorough understanding of the Cooperative's financial goals and objectives. Proficient knowledge of financial statements and other financial and accounting relationships that may be useful for budgeting, analysis, etc. Must possess ability to prepare and present reports, such as work plans, budgets, etc. Effectively solves problems and has a realistic vision of the end result. Utilizes various resources to stay educated about new accounting standards.

### **General Abilities and Skills:**

Must be a self-starter with the ability to work with a high degree of mathematical accuracy. Must be able to perform under pressure to meet specific deadlines and must be flexible and adaptable to change. Displays high standards of ethical conduct and is widely trusted and viewed as a direct and truthful person. Must possess strong organization skills and requires minimal supervision. Maintains sensitive information with a high level of confidentiality.

**Communication Skills:**

Must possess the ability to compose correct, clear and concise written communications. Must have ability to communicate orally with individuals, small groups, and larger groups in a clear, effective manner and require open communication from others. Must be able to work effectively with individuals and groups within and without the organization.

**Technical Skills:**

Must have basic operational skills for equipment such as printers, PCs, copiers, and fax machines. Must possess the ability to organize, plan, schedule, and coordinate with little or no supervision. Must be able to take on projects and see them through with little outside direction or help.

**Computer Skills:**

Intermediate to advanced computer knowledge required. Must be fluent in MS Word, Excel, PowerPoint and internet applications. Must become proficient in NISC i-View system.

**Language Skills:**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and/or governmental regulations. Ability to write reports, business correspondence and procedural manuals. Ability to effectively present information to large groups and to respond to questions from groups of managers, members and the general public. This position requires the ability to read and write English in order to prepare reports and give presentations.

**Mathematical Skills:**

It is necessary to be able to add, subtract, multiply and divide. Ability to calculate figures and amounts such as percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry. Ability to draw and interpret bar graphs.

**Reasoning Ability:**

High degree of reasoning ability and problem-solving skills. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**Working Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The majority of the work schedule will be performed at the corporate office in Tasley VA. May require irregular working hours, especially if there is an emergency or crisis. Some overnight, out of town and out of state travel is required.

**STAFF ACCOUNTANT, JUNIOR  
ADDENDUM**

**1. What are the primary responsibilities and functions of this position?**

- A. Assist Director of Accounting with various projects, as needed.
- B. Ensure continued overall integrity of accounting department functions.
- C. Interact with other departments to offer assistance and to complete assigned accounting tasks.

**2. What equipment or tools do you use in this position to accomplish your job?**

- A. Computer and printer
- B. Fax machine
- C. Telephone
- D. Copying machine
- E. Adding Machine (10 Key)
- F. Projectors
- G. Driver's license

**3. What are the most important tasks you perform every day to accomplish your job?**

- A. Utilize Microsoft Office products, including, but not limited to: Outlook, Excel, Word and PowerPoint as required by job responsibilities.
- B. Utilize Nisc iVue to perform job responsibilities in Accounting (ABS) and other modules.

**4. What tasks do you perform only occasionally?**

- A. Quarterly and Annual reports, filings and audits.

**5. Are there any important physical requirements in this position?**

Walking, talking, hearing, seeing, using the hands, bending, squatting, minor lifting, sitting, reaching and operating a motor vehicle.