

Job Description
Staff Accountant
Jackson County Rural Electric Membership Corporation

"The achievements of an organization are the results of the combined effort of each individual."

Department: Accounting

Position Summary: To support the financial integrity of Jackson County REMC through accurate accounting, financial reporting, asset management, capital credit administration, and compliance with cooperative accounting standards.

Growth Opportunity: This position is designed as a cross-functional accounting role supporting multiple accounting functions within the Cooperative. Employees will receive training in utility accounting, capital credits, fixed asset accounting, budgeting, regulatory compliance, and other specialized accounting functions. The position provides opportunities for professional growth through cross-training and increasing responsibility within the Accounting Department.

Reports to: Vice President of Accounting and Finance

Supervises: None

Essential Duties:

1. Maintain accurate accounting records and General Ledger accounts in accordance with Cooperative policies, procedures, and applicable accounting standards.
2. Perform month-end accounting processes, including journal entries, reconciliations, billing and revenue accounting reviews, and financial reporting support.
3. Administer fixed asset and plant accounting functions, including plant additions, retirements, depreciation, capital budget tracking, and asset management system maintenance.
4. Administer Capital Credit processes, including annual allocations, retirements, escheat activities, record maintenance, and reconciliation to the General Ledger.
5. Perform assigned cash management functions, including cash receipts, accounts payable, bank reconciliations, customer refunds, vendor reporting, and other treasury-related activities.
6. Account for and reconcile member programs, regulatory programs, and special accounting activities, including Rule 25 contributions, Energy Efficiency programs, LIHEAP, Share-A-Watt, Share-A-Byte, pole attachment revenue, and other assigned programs.
7. Monitor and maintain accounting records related to uncollectible accounts, sales tax reporting, and other compliance-related accounting requirements.
8. Assist with preparation of annual budgets, financial forecasts, audits, and other financial analyses as requested by management.
9. Provides backup support for all Compensation Specialist job duties and responsibilities.

10. Assist the Vice President of Accounting and Finance with special projects, process improvements, reporting requirements, and other duties necessary to support the financial operations of the Cooperative.

Other Duties: Performs other duties from time to time according to the needs of the Accounting Department and the Cooperative as a whole.

Working Conditions and Physical Demands: Occasionally lifting and carrying files, office supplies, equipment, etc. Requires walking, sitting, bending, squatting, standing, reaching, handling, talking, hearing, visual acuity, and manual dexterity for key entry. Occasional off-site training and meetings may involve overnight stays. Some work will be required outside of normal office hours and may vary significantly from one time to another.

Skills/Qualifications Required:

1. Bachelor's degree in accounting or related field or equivalent experience required. CPA license or CPA candidate status is desirable.
2. Knowledge of accounting standards; industry specific RUS accounting system will be taught on the job.
3. Attention to detail and a high level of accuracy is required.
4. Ability to make logical decisions under pressure and meet deadlines.
5. Experience using computerized accounting and financial management systems preferred.
6. Written and oral communication skills for interacting with board of directors, management, cooperative employees, vendors, and auditors.
7. Math and analytical skills sufficient to perform billing and accounting calculations, including the application of fractions and ratios.
8. Proficient in Microsoft Excel, Word, Outlook, and other business software applications.

Critical Traits:

1. Works safely and looks out for co-workers and the general public.
2. Exhibits keen disposition for providing great customer service.
3. Represents Jackson County REMC well in appearance, conduct, knowledge, and professionalism.
4. Is familiar with and abides by Cooperative policies, guidelines, and code of ethics.
5. Is a team player contributing to support the mission of Jackson County REMC.
6. Is good steward of the Cooperative's resources.
7. Punctual and attentive to established work periods and allowed rest-times.
8. Maintains and/or acquires the skills necessary to perform job functions.
9. Seeks more efficient and effective ways to carry out his/her responsibilities.
10. Available when needed for both regular duties and during system emergencies.
11. Successfully performs duties in quantity, quality, and timeliness to be effective.
12. Expects change both internal and external and adapts positively.
13. Accepts responsibility for own actions and for accomplishing needed tasks.

Stipulation: Each position at Jackson County REMC will evolve according to the needs of the organization. While this job description is generally descriptive of the position, it is not all-inclusive.