

Job Description
Accounting Coordinator
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 operational reporting, accounts payable, member program accounting, financial reporting, and budgeting support.

Growth Opportunity: This position is part of a cross-trained accounting department. While this position has primary ownership of the functions listed below, employees are expected to cross-train and provide backup support to ensure continuity of operations in the Accounting Department.

Reports to: Vice President of Accounting

Supervises: None

Primary Responsibilities:

1. Process accounts payables and vendor payments.
2. Maintain W-9 files and prepare annual 1099 reporting.
3. Perform daily cash reconciliations by balancing electronic payment activity, verifying cash receipts against bank transactions, resolving variances, and supporting general ledger accuracy.
4. Maintain electronic payment accounting.
5. Account for and reconcile member assistance and regulatory programs (LIHEAP, Share-A-Watt, Share-A-Byte, etc.) and other assigned programs.
6. Manage capital budget tracking for cooperative projects, employee and member events, and construction accounts by monitoring expenditures, maintaining accurate financial records, and reconciling budget activity.
7. Oversee the expense reimbursement process for employees and Board members by maintaining accurate records, validating documentation, preparing summary reports, and ensuring timely reimbursement.
8. Provide accounts payables back-up support for the Distribution Accounting Coordinator.
9. Reconcile nonsufficient funds (NSF) transactions, researching discrepancies and maintaining accurate cash account records.

General Responsibilities:

- Maintain accurate accounting records and General Ledger accounts in accordance with Cooperative policies, procedures, and accounting standards.
- Perform month-end accounting processes including; journal entries, reconciliations, billing and revenue accounting reviews, and financial reporting support.

- Prepare financial reports to assist with annual audit, budgeting, financial analysis, and special projects.
- Recommend process improvements and maintain appropriate internal controls.
- Provide back-up support to members of the Accounting Department.

Other Duties: Performs other duties as assigned 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. Minimum of an Associate's Degree in Accounting, Finance, Business Administration, or a related field. Bachelor's degree in Accounting or Finance is preferred.
2. Equivalent experience of at least 3 years in accounting experience may be substituted for the degree requirement.
3. Knowledge of accounting standards; industry specific RUS accounting system and NISC software will be taught on the job.
4. Proficient in Microsoft Excel, Word, Outlook, and other business software applications.
5. Attention to detail and a high level of accuracy is required.
6. Ability to make logical decisions under pressure and meet deadlines.
7. Ability to maintain confidentiality and meet deadlines.
8. Written and oral communication skills for interacting with management, cooperative employees, vendors, and auditors.
9. Math and analytical skills sufficient to perform billing and accounting calculations, including the application of fractions and ratios.

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 the tasks needed.

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.