



JOB DESCRIPTION

JOB TITLE:	Accountant I
GRADE:	9
DIVISION:	Finance
REPORTS TO:	CFO
SUPERVISES:	N/A
FLSA STATUS:	Non-exempt (Hourly)
UNION STATUS:	Non-Union
DATE APPROVED:	4/28/2021
STATUS:	Permanent, full-time
SCHEDULE:	Monday through Friday, 8:00 AM to 5:00 PM (40 hours/week)

SUMMARY: Under the supervision of the CFO, this position performs accounting work in accordance with Generally Accepted Accounting Principles (GAAP). The person in this role is backup to Accountant II (AP), Accountant III (Payroll), Purchasing, and Executive Assistant roles.

ESSENTIAL FUNCTIONS (include but are not limited to the following):

Accounting and Administrative Support (60%)

- Provide general accounting and administrative assistance to the Finance Department including data entry, records retrieval, inventory counts, special projects, and research.
- Under close supervision, manage paper and electronic files for the Finance Department in accordance with record retention policy including scanning and filing records, and archiving.
- Support and assist with all corporate events and training activities.
- Crosstrain with Accounts Payable, Purchasing, Payroll, and Executive Assistant positions, and complete other duties as assigned.

BUS Contract Support (10%)

- Compile support for monthly invoicing of BUS Division O&M and CIP to the NSB (around 1,000 pages monthly) including copies of AP invoices, payroll records, and vehicle timesheets.

Payroll Support (10%)

- Perform data entry of attendance-points in accordance with collective bargaining agreement
- Issue weekly system-generated reports of point levels and provide to department heads.
- Provide notice to department heads when points reach established levels for disciplinary action or prize awards. Draft memos related to point levels.

Purchasing Card Support (10%)

For the Cooperative's corporate purchasing (credit) card administrator (p-cards):

- Respond to requests for new/replacement cards, adjust credit limits, and cancel cards due to lost cards, card fraud, or employee separations (terminations)
- Maintain audit documentation of authorization for each such change.
- Request, receive, backup from card holders timely; upload purchases from purchasing system into AP database.

Work Order Support (10%)

- Assemble backup for work order AR/invoices and do pre-closing review of all work orders
- Prepare work order invoices, subledgers and related backup
- Work with department heads to resolve work order discrepancies, system warnings and errors, perform monthly reconciliation

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- High school diploma or GED and 2 years of accounting experience OR an Associate's degree in accounting or a related field
- A strong desire to learn and grow professionally is required
- Willingness to learn and embrace changing technology and work processes with flexibility and enthusiasm
- Outstanding written and verbal communication skills required
- Must be well organized, a self-starter and have excellent time management skills
- Ability to effectively coordinate workflow with other areas and work both independently and in a team environment and meet assigned deadlines
- Ability to work independently and with a team in a fast-paced and high-volume environment with emphasis on accuracy and timeliness
- Ability to interact with the public, employees, and vendors in a professional manner
- Ability to maintain confidentiality of sensitive financial and personnel matters
- Experience with current Microsoft Office Suite (Word, Excel and Outlook) in a Windows O/S environment
- Ability to operate common office equipment including laptop, tablet, mouse/keyboard, photocopier, printer, fax, scanner, and multi-line telephones
- Ability to read, write and speak the English language fluently, professionally, and effectively
- Ability to maintain a driver's license and pass a pre-employment drug screening and alcohol test

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of Accounts Payable
- Bachelor's degree in accounting or related field

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The Cooperative is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex, national origin, age, disability, marital status, changes in marital status, pregnancy, and parenthood.