



Barrow Utilities and Electric Cooperative, Inc.

PO Box 449
Barrow, Alaska 99723
Phone 907-852-6166
www.bueci.org

JOB DESCRIPTION

Job Title:	Accounting and Inventory Specialist	Supervises:	None
Division:	Finance	DOT Safety Sensitive:	Non-DOT
Reports to:	Chief Financial Officer	FLSA Status:	Non-Exempt, Hourly
Union status:	Non-Union	Date:	September 22, 2022
Status:	Full-Time Permanent	Work Schedule	Monday – Friday 8am – 5pm
Pay Grade	7	Salary	\$44.15 hourly

Summary:

To accurately record and interpret assigned financial, accounting, and inventory transactions consistent with approved and prescribed accounting practices and procedures.

Essential Duties and Responsibilities:

The following duties include but are not limited to the following.

- Provide general accounting assistance to the Accounting Department including data entry, records retrieval, special projects, and research.
- Help manage and update paper and electronic files for the Accounting Department in accordance with record retention policy including scanning and filing records, and archiving.
- Crosstrain to help process accounts payable including the reconciliation of purchases received with supplier's invoices and BUECI purchase orders to make payment accurately and efficiently to vendors.
- Compiles time, materials and other charges on work, services, or equipment to be billed by the Cooperative to enable the Cooperative to keep its cash flow current and to insure accurate customer billing.
- Maintains subsidiary records for construction and retirement work in progress, records miles of line or pipe added and retired, records services added and retired, closes work orders, and is responsible for inventory of work orders, special equipment summaries, and records to update and maintain the cooperative plant records.
- Assists Cooperative employees in researching or obtaining information pertaining to accounting records which will help them manage their areas of responsibility.
- Reconciles subsidiary records monthly to individual ledger accounts assigned to assure correct reporting of current operating results and financial condition.
- Maintains general plant inventory records and takes physical inventories of general plant items as required or directed to assure accurate reporting of the cooperatives financial condition.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledgeable of the Cooperative operations, policies, and procedures.
- Knowledge of generally accepted accounting principles.
- Knowledge of the principles of fixed assets, warehousing, and inventory control management.

- Knowledge of records management concepts and industry standard compliance issues.
- Knowledge of principles and practices of government accounting and mathematical computations.
- Knowledge of computer hardware and accounting software applications.
- Skill in the use of a personal computer with Windows OS and experience with Microsoft Excel.
- Skill in attention to detail and a high level of accuracy.
- Skill in computerized inventory program.
- Skill in analyzing and resolving problems.
- Skills in developing plans, procedures, and goals required.
- Skill in analyzing data and reports, conducting research, and coordinating people and resources.
- Ability to communicate to others to convey information effectively.
- Ability to present information to others and work under stress.
- Ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Education, Experience, Certifications, and License Required:

- High School diploma or G.E.D.
- Two years of accounting work related job experience.
- Valid Alaska driver's license or ability to obtain license prior to employment.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Inside position with the usual office conditions.

Physical Demands:

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.

- Sedentary work requiring exertion of up to 10 pounds of force occasionally and/or a negligible amount of force constantly to move objects. Light lifting of up to 20 pounds.
- Job requires sitting most of the time. Requires repetitive motions with hands and fingers such as dialing and keyboarding. Primarily inside work at a desk.

This job description does not constitute a written or implied contract of employment. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. BUECI reserves the right to revise or change duties, responsibilities, and activities and may change at any time with or without notice.

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