



## Barrow Utilities and Electric Cooperative, Inc.

PO Box 449  
Barrow, Alaska 99723  
Phone 907-852-6166

### JOB DESCRIPTION

<b>Job Title:</b>	Accounts Payable Accountant	<b>Supervises:</b>	Non-supervisory
<b>Division:</b>	Administration	<b>DOT Safety Sensitive:</b>	No
<b>Reports to:</b>	Controller	<b>FLSA Status:</b>	Non-exempt, hourly
<b>Union status:</b>	Non-Union	<b>Date:</b>	June 30, 2025
<b>Status:</b>	Full-Time, Permanent	<b>Work Schedule</b>	Monday – Friday 8am – 5pm
<b>Pay Grade</b>	6	<b>Salary</b>	\$43.09/hour DOE

**Summary:** The Accounts Payable (AP) Accountant is responsible for accounting work in accordance with Generally Accepted Accounting Principles (GAAP).

#### **Essential Duties and Responsibilities:**

The duties include but are not limited to the following:

- Provide general accounting and administrative assistance to the Finance Department including data entry, records retrieval, inventory counts, special projects, and research.
- Review, verify and enter invoices into iVue system accurately and in a timely manner.
- Ensure that invoice details align with approved purchase orders and receiving documents. For invoices without POs, route them for approval through iVue workflow process.
- Schedule and issue payments via checks, ACH, or Wire transfers, ensuring accuracy and compliance with payment terms and ensure all payments comply with internal controls, such as dual signatures for checks, and obtain board approval for payment exceeding \$50,000.00.
- Regularly reconcile vendor statements with the AP sub-ledger.
- Set up new vendors, payment terms, update contact and banking information, and ensure proper W-9, COI, licenses, and other tax documentation is on file.
- Communicate with vendors regarding payment status, discrepancies, or documentation requests in a professional and timely manner.
- Review AP aging reports and escalate overdue items to ensure timely payment and maintain good vendor relationships.
- Prepare accruals, reconciliations, and reports to support financial closing activities.
- Follow internal controls and company policies and comply with GAAP and relevant tax regulations.
- Provide documentation and support for external and internal audit.
- Enter and post material inventory charge outs and salvages.
- 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.
- The person in this role is backup to Administrative & Accounting Specialist, Payroll & Benefits Accountant, & Purchasing & Warehouse Manager positions.
- For the Cooperative's corporate purchasing (credit) card administrator (p-cards): Request, receive, and process backup from card holders timely; upload purchases from purchasing system into AP database.

**Knowledge, Skills, and Abilities:**

- Knowledge of federal, state, and local employment laws, regulations, and compliance requirements related to accounts payable.
- Strong understanding of GAAP, along with regulations and compliance requirements.
- Strong analytical skills with the capability to interpret complex data and generate accurate reports.
- Proficiency in Microsoft Office Suite, particularly Excel.
- Excellent organizational skills with meticulous attention to detail, ensuring precision.
- Effective communication skills for interacting with employees, management, and external vendors.
- Ability to maintain confidentiality and manage sensitive information with discretion.
- Capability to manage multiple tasks and prioritize effectively in a demanding environment.
- Competence to troubleshoot and resolve issues efficiently.
- Adaptability to changing regulations and processes with strong problem-solving skills.
- Skill in analyzing processes for efficiency and making recommendations for improvement.
- Skill in assessing and prioritizing multiple tasks, projects and demands, and delegating tasks and authority.
- Skill in establishing and maintaining working relations with coworkers, other Cooperative employees and representatives, and the public.

**Education, Experience, Certifications, and License Required:**

- Associate's degree in accounting or related field; or an equivalent combination of education and experience.
- Three years of work related experience in accounting.
- Valid Alaska driver's license with a satisfactory driving record.
- Must pass pre-employment drug screen and will be subject to random drug testing per DOT requirements.

**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 accommodation(s) may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods sitting, bending, and kneeling.
- Prolonged periods of sitting at a desk working at a computer.
- Ability to lift up to 40lbs regularly.

**Work Environment:**

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

- The noise level in the work environment varies from low to moderate.

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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