



## Position Description

### Accountant

Updated: March 2025

### Reporting Relationship:

Reports To: Accounting and Finance Manager

Supervises: None

### Purpose for the Position:

Assisting the Accounting and Finance Manager in the day-to-day accounting and financial issues that concern the cooperative members and its employees.

### Essential Responsibilities:

1. Responsible for work order closeout processing and related recordkeeping that results in changes to utility plant of the cooperative.
2. Responsible for material inventory processing as it relates to the administrative procedures necessary for good internal control of the cooperative's assets.
3. Assist with the administration of all phases of the material inventory process, along with continuous auditing of material inventory activity.
4. Responsible for accounts payable processing inclusive of credit card purchases, entering invoices, and processing checks.
5. Assist in the procurement of material inventory by assembling quotations, delivery information, purchase order preparation.
6. Assist with disposition of excess property owned by the cooperative.
7. Assist in input and auditing of cooperative's general ledger accounting system.
8. Assist in preparation of various agency reports.
9. Assist with the annual budget process.
10. Assist with monthly financial report preparation and presentations to management, Board of Directors, and employees.
11. Assist with audit(s) of the cooperative by external agencies.
12. Assist with capital credit allocation, retirement, and daily maintenance.
13. Create and disburse non-electric service billings to members.
14. Assist other accounting and finance department employees and cross train in various task specific duties of the department.

## **Experience/Competencies:**

- Have good analytic, communication, and information technology skills with the ability to convey thoughts, concerns and ideas to the cooperative's management team, employees, and members.
- Make recommendations to the Accounting and Finance Manager on how to improve workflow, increase efficiencies and reduce undue cooperative expense.
- Accommodate work activities to enable task completion on or before their due dates without excessive guidance.
- Adapt to and embrace technology changes as they occur within the cooperative.
- Adapt to frequent work interruption to answer questions and address concerns by employees and members.
- Be willing and enthusiastic to attempt new projects that you may not be familiar with.
- Maintain effective working relationships.
- Manage time and priorities effectively.
- Work efficiently with minimum supervision.
- Be a positive, initiative-taking individual who can complete tasks independently and in a team environment.

## **Physical Demands:**

Must be able to lift to 30 lbs., occasionally lift/carrying of objects.

## **Environmental Conditions:**

This position would be primarily an office-related position. It may require temporarily working in outside conditions.

## **Working Conditions:**

- This full-time permanent position is located at the cooperative headquarters building at 4000 32<sup>nd</sup> Ave S., Grand Forks, North Dakota.
- Work locations include Nodak remote sites within same-day travel.
- Regular working hours for this position are 7:30 a.m.-4:30 p.m., Monday-Friday.
- This is an hourly paid position with a 40-hour work week.
- Some overtime may be necessary.
- Some overnight travel may be necessary for training purposes.

## **Language Skills**

Must have developed language skills to the point to be able to:

- Read and understand instructions, forms, etc.
- Write reports with proper format, punctuation, spelling and grammar, using all parts of speech.
- Speak with poise, voice control, and confidence using correct English and well-modulated voice.

**Education:****Minimum Requirements:**

Education - Bachelor's Degree in Accountancy or Business Administration

Experience - One year of bookkeeping/accounting or financial service experience

**Preferred Requirements:**

Education - Bachelor's Degree in Accountancy

Experience - Three to five years with an electric cooperative or other corporate accounting system

Experience can be substituted for degree requirements at the discretion of management

**Licenses/Certificates:**

- Valid driver's license required with safe driving record.
- Must pass a background check.

*The position description is not intended to be an all-inclusive list of job responsibilities, duties, and requirements; but to describe the standard level of work being performed. Employees may be required to perform other duties as assigned or as required by the needs of the cooperative. Nodak Electric Cooperative, Inc. reserves the right to revise or change the duties and responsibilities of the position at any time and update accordingly.*