

POSITION TITLE: Accounting Coordinator

REPORTS TO: VP of Finance and Accounting & CFO

OBJECTIVES

- (a) To provide superior customer service on a day-to-day basis. To provide efficient, accurate and courteous service that will increase satisfaction and promote good will between the Cooperative and its members.
- (b) To provide for the security of the assets of the Cooperative and operated systems by maintaining internal and external audit procedures and maintaining accurate permanent records.
- (c) To assist in maintaining records and reporting to regulatory authorities and maximize the benefits of the Cooperative electronic data processing system through research and analysis of software and equipment features and alternatives.
- (d) To provide complete and accurate accounting records in order to aid in the decision-making process.
- (e) To prepare financial studies and reports to assist the VP of Finance and Accounting in analysis of problems and evaluation of options and opportunities

RESPONSIBILITIES AND DUTIES

Below is a list of typical duties for which the Accounting Coordinator will be responsible to perform. This list is not intended to include all responsibilities of this position but an outline of tasks indicative of the overall function of this job.

Responsibilities/duties of the Accounting Coordinator include, but are not limited to:

- (a) Plan, develop and recommend accounting procedures, methods of internal control testing, conversion of accounting applications and provide input for operational and construction budgets;
- (b) Maintain internal and external relationships to exchange information and ideas that will assist in developing and implementing best practices;
- (c) Prepare comparative analysis of actual and budgeted revenues and expenses as required to ensure adherence to the overall budget;

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- (d) Perform the function of project manager on assigned projects including the implementation and completion of assigned long and short range plans and programs;
- (e) Maintain the accuracy, confidentiality, and security of assigned reports, documentation and company records and information;
- (f) Support departmental operations and contribute to improved cost, quality, and efficiency to assist the cooperative in achieving its operational goals;
- (g) Complete annual personal goals assigned by management;
- (h) Report problems and conditions/situations; which warrant immediate resolution; promptly to management;
- (i) Attend scheduled meetings and adhere to productivity, schedules, and deadlines;
- (j) Ensure quality of information provided to auditors and financial consultants within assigned area of responsibility;
- (k) Provide assistance to other departments as needed and help maintain and improve departmental and company morale;
- (l) Keep assigned work area clean, neat and organized at all times.
- (m) Perform all duties in accordance with applicable safety and Cooperative policy manuals, as well as report hazardous conditions and needed maintenance for the safety of the employees, members, and general public;
- (n) Perform all other related duties as assigned or necessary.

RELATIONSHIPS and CONTACTS

Provides and acquires information and assistance necessary to ensure the achievement of goals of the department and the Cooperative. Establishes and maintains including, but not limited to the following contacts and relationships for the purpose of coordination and communication:

(a) Internal

- VP of Finance and Accounting
- Make contacts to satisfactorily carry out the responsibilities of the position

b) External

- Make outside contacts to satisfactorily carry out the responsibilities of this position

EDUCATION

Bachelor's Degree with a concentration in Accounting or related field, required. Master's Degree in Accounting or related field, preferred. CPA certification is preferred.

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EXPERIENCE

Minimum of five years of accounting and/or related experience required, preferably with an electric cooperative.

JOB KNOWLEDGE

Knowledge of RUS accounting requirements, Generally Accepted Accounting Principles, and familiarity with the RUS Bulletins 1767B-1 and 1767B-2. Completion of RUS Work Order Accounting Course preferred. Knowledge of service area is desirable. Must have full knowledge of the Cooperative's programs, processes, rules and regulations needed to effectively perform this job.

ABILITIES AND SKILLS

- Able to maintain complete confidentiality in the performance of duties and responsibilities of the job
- Ability to lead a team including the ability to supervise the activities of others including organizing and delegating work responsibilities
- Ability to communicate effectively with internal and external stakeholders
- Strong decision-making, problem solving, mathematical, analytical, and critical thinking skills
- Must have considerable skill in effectively dealing with a variety of people under different and sometimes difficult circumstances.
- Must be proficient in Microsoft Office, have advanced computer skills, and should be familiar with other general office equipment
- Must be able to carry out assigned work in a timely manner with minimal supervision

QUALITIES AND ATTRIBUTES

Must be professional, dependable, punctual, courteous, have a positive attitude and be flexible. Must have personal integrity and be a team player. Must be self-motivated with a strong work ethic and an ability to adapt easily to change.

PHYSICAL REQUIREMENTS

- Required to pass a physical examination and drug test when employed.

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- Must have the physical ability to perform the essential functions, duties and responsibilities of the job, which include, but are not limited to: seeing, hearing, walking, sitting, bending, lifting and/or carrying loads averaging 20 pounds.

WORK CONDITIONS

- Normal office conditions.
- Must be available for callouts during emergency situations.
- Must be available for scheduled after hours training.
- Must be available during inclement weather events.

REMARKS

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. In order to ensure maximum flexibility and efficiency and encourage cross training additional functions and requirements may be assigned by a supervisor/manager as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

Approval Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Revised: March 17, 2017

December 29, 2017

September 3, 2026

Reviewed: February 16, 2021 (PFA)