

CHUGACH ELECTRIC ASSOCIATION, INC.
Anchorage, Alaska

Position Description

Accounting Clerk II – Grade 6

I. Summary

Under direct supervision, performs basic accounting data entry, filing and record-keeping of general ledger transactions and reports.

II. Reporting Relationships

- A. Reports to: Manager, Plant Accounting
- B. Directs: None

III. Representative Duties

- A. Performs the data input, verification, posting and validation of journal entry transactions.
- B. Scans and files journal entries.
- C. Prints and distributes various financial reports as directed.
- D. Maintains the record keeping of distributed checks/warrants to include payroll, capital credit, membership deposit, and accounts payable checks.
- E. Opens and date stamps mail. Distributes mail to applicable accounting/finance personnel, re-routing mail to additional staff in the event absences occur.
- F. Prepares capital credit and membership deposit checks to include printing checks, ensuring data is correct and preparing checks for signature and distribution.
- G. Maintains Construction Work in Progress (CWIP), removal work in progress, deferred debit and complete unclassified plant subsidiary ledgers. Provides updated lists of open and inactive projects to managers. Reviews project set up forms and validates project accounts. Reconciles all project subsidiary ledgers to the trial balance. Prepares journal entries to transfer completed projects to complete unclassified. Maintains electronic project files. Runs program to extract source documents pertaining to specific work orders.
- H. Performs Allowance for Funds Used During Construction (AFUDC)/Interest During Construction (IDC) calculations by inputting data provided by general accounting into worksheets and reconciles activity on a monthly basis.
- I. Performs overhead account calculations to functional areas of the company, including Generation, Transmission and Distribution. Prepares journal entries.
- J. Maintains vehicle files and ensures all vehicle registrations are current. Requests checks for license fees and distributes current month tags to appropriate department.

- K. Reviews project close-out documents received from other departments.
- L. Prepares other journal entries as needed including, but not limited to, the following areas:
 - 1. Barge Clearing
 - 2. Charges to Voided Work Orders
 - 3. Adjustments of Work Order Charges Not Properly Account Coded
- M. Updates all inventory files pertaining to material issues, returns, and retirements. Updates all inventory inter-face and verifies posting.
- N. May participate in annual physical inventory for Generation, Transmission and Distribution.
- O. Prepares monthly, quarterly, and year-end audit and other schedules as needed.
- P. Performs other job-related duties as assigned.

IV. Relationships

A. Internal

- 1. Manager, Plant Accounting: Reports to, receives work assignments and direction from. Keeps manager informed of problems and progress in all areas of work.
- 2. Manager, General Accounting: Coordinates plant related work and assignments.
- 3. Accounting Personnel: Responds to inquiries and provides information as required.
- 4. Other Departments: Receives requests from, provides assistance to and exchanges information as required.

B. External

- 1. External Auditors: Provides information to and answers procedural questions to permit auditors to perform their function.

Job Qualifications

Accounting Clerk II – Grade 6

Education

A high school diploma or equivalent is required. Completion of an introductory level accounting course is preferred.

Experience

One (1) year experience working in an office environment or environment requiring the balance, maintenance or reconciliation of finances/monies is required.

Knowledge/Skills/Abilities

Must be familiar with and/or understand accounting principles, account reconciliation, file maintenance, invoicing, etc.

Basic proficiency in the use of software applications is required.

Must have strong numerical data entry skills and attention to detail.

Must be able to organize and manage multiple projects and priorities. Communication skills, oral and written, are required.

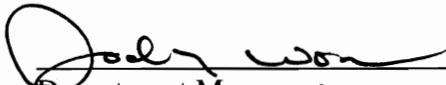
Special Position Requirements

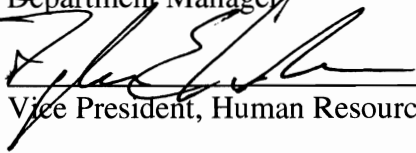
Occasional overtime and travel (sometimes including multiple day/overnight travel) may be required.

Working Conditions

Performs work in a standard office environment with regularly scheduled working hours. Periodic travel to other sites, including warehouse sites, may be required.

Reviewed by:



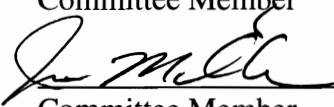
Department Manager


Vice President, Human Resources

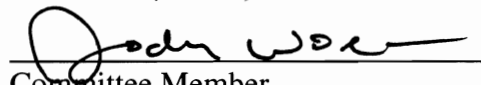
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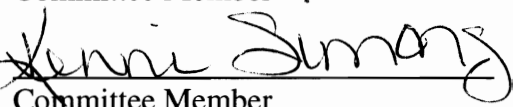
Approved by: Classification Committee



Committee Member


Committee Member

Date: 9/13/10


Committee Member


Committee Member