

Job Description: Accountant



INSIDE PASSAGE ELECTRIC COOPERATIVE

Job Title: Accountant

Job Classification: G8-1 to G8-12

Reports to: Controller

Supervises: None

JOB DESCRIPTION:

Position will update accounting records and files to ensure accurate financial statements and reports are maintained. Responsible for administering proficient application of RUS accounting guidelines and for ensuring proper applications of generally accepted accounting principles, practices and procedures.

REQUIRED QUALIFICATIONS:

The position requires the following competencies:

- Accounting experience required, Associate Degree in accounting desirable
- Knowledge of RUS uniform system of accounts, RUS specifications, general business and accounting procedures is preferred
- Possess an analytical and mathematical mindset with great problem-solving abilities and be detail oriented
- Ability to accomplish a variety of projects simultaneously within established deadlines
- Knowledge and application of generally accepted accounting principles
- Knowledge of Microsoft Office; proficient in Microsoft Excel
- Ability to become familiar with Ivue accounting software and programs
- Must possess a valid Alaska driver's license
- Insurable with the Cooperative's auto insurance carrier

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- Possess excellent oral and written communication skills in the English language
- Possess excellent interpersonal skills including the ability to maintain a harmonious working relationship with all Cooperative employees
- **Customer service skills**

WORKING CONDITIONS:

The job requires excessive sitting, as well as, standing, walking, kneeling and occasional lifting.

- Works mainly in an office setting subject to infrequent travel

JOB DUTIES AND RESPONSIBILITIES:

- Assist with the preparation of the monthly financial reports, including balance sheet, income statement, and statement of cash flows
- Assist General Accounting, Plant Accounting, and Consumer Accounting areas with the analysis of accounting transaction and preparation of reports
- Prepare and post journal entries
- Verify that all subsidiary journals and software modules reconcile with the general ledger
- Review and analyze monthly financial statements
- Reconcile daily bank account activity and perform monthly accounting system bank reconciliation functions
- Ensure proficient application of RUS accounting requirements and generally accepted accounting principles
- Assist Plant Accounting with review and analysis of work order closings and plant valuations
- Assist with the preparation of quarterly budget updates
- Assist in the development of the annual department budgets
- Assist with the preparation of financial analyses, forecasts and budgeting reports
- Review sales tax and gross receipt reports

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- Assist with the development and administration of an internal audit program, including but not limited to vendor transaction sampling, credit card reviews, customer billing reviews and cash register audits
- Assist with month-end and year-end closing
- Prepare documents requested by internal and external auditors
- Ability to cover billing department in the absence of the Billing Officer
- Perform other related duties as assigned