

JOB DESCRIPTION

Senior Accountant

REPORTS TO: Comptroller

SUPERVISES: N/A

OBJECTIVES: Review, analyze, and monitor all Cooperative accounting processes and procedures, ledgers, and subsidiary ledgers to ensure such activities are in conformance with corporate policies and procedures, as well as all relevant legal, industry, and regulatory mandates. Continuing oversight of all cooperative accounting results to include verification of general and subsidiary ledgers for completeness and internal accuracy. Provide staff support for the preparation of capital, operating, and financial statements and budgets.

MISSION STATEMENT:

We exist to serve our members in a cooperative spirit, providing competitive, reliable, and safe services at cost consistent with sound management. We will continually evaluate the needs of our members and take an active role in the development of opportunities advantageous to our members.

RESPONSIBILITIES:

1. Work directly with the Comptroller, and at times the CEO/GM, and managers to support the compliance of all cooperative's accounting processes and procedures.
2. Ensures the accuracy of all accounting results including all revenue, plant, disbursements, liability and property insurance, inventory, capital credit records, Power Cost Equalization (PCE) calculations and rate adjustments, activities relevant to cost separation studies, and timely submission of thorough and complete reports are required by governing entities, management staff, or Board of Directors.

3. Communicate and represent Nushagak Cooperative with regulatory and industry agencies on system reporting requirements for entities such as the Rural Utility Services (RUS), Regulatory Commission of Alaska (RCA), Alaska Energy Authority (AEA), Alaska Rural Electric Cooperative Association (ARECA) National Rural Electric Cooperative Association (NRECA), National Exchange Carriers Association (NECA), National Telecommunications Cooperative Association (NTCA), and Alaska Exchange Carriers Association (AECA).
4. Review and analyze various operating and financial statements to ensure accuracy and conformity with established accounting classification to include monthly, quarterly, and annual financial reports.
5. Assists with the preparation of operations and capital budgets for all cooperative divisions. Prepare and present budgets for all three divisions to CEO/GM, Operation Managers and Board of Directors.
6. Assist Comptroller with timeliness and accurate tax reports and submissions.
7. Work with Comptroller to research, recommend, and administer long-term investments and loans.
8. Remain cross-trained in all current accounting functions to provide accounting support in the event of expected or unexpected absences or accounting position vacancies.
9. Initiate and maintain relationships with consultants when needed for financial advice or to prepare reports and studies including but not limited to the yearly audit and RUS Form 7.
10. Review and analyze payroll process to ensure conformity with payroll law.
11. Assist Comptroller with grant administration and related accounting duties for said grants.
12. Participates in policy development and interprets and administers programs according to policies and procedures.
13. Performs special projects as requested by comptroller and CEO/GM.
14. Performs all other duties as assigned by management.

SPECIFIC TASK DESCRIPTION:

1. Assists in the creation, maintenance and execution of the Company's accounting initiatives and procedures including the Corporate Policy Manual.
2. Review accounting policies, operations, and procedures to identify opportunities for efficiencies and best business practices, profitability improvement, loss control and reduction, revenue enhancement and operations improvements.
3. Supply and/or verify information and recommendations for yearly capital credit disbursements.
4. Provide financial analysis support to special projects and new initiatives/research as directed by senior management.
5. Assist in the preparation of consolidated annual, multi-year and interim budgets and work plans including the preparation of detailed budget documents through other employees, departments, and subsidiary operational units.
6. Work with Comptroller to identify and analyze budget process anomalies and provide management with recommendations for improving and maintaining budget controls.
7. Work with Comptroller to investigate and analyze financial information related to multiple const accounting areas, such as product cost, variance analyses, and inter-company activities and accounting/finance functions.
8. Prepare timely and accurate financial and cost control statements, schedules, analyses and reports as required. Respond to financial and statistical surveys, special projects and analyses and reporting requirements, as necessary encompassing past, present and future operations.
9. Support continued strengthening and monitoring of internal accounting controls as they relate to fundamental purposes to promote best practices with the Cooperative's assets.
10. Work with Comptroller and Accountant to prepare the Cooperative for annual audits. Work with auditors and staff to ensure that all necessary materials and records are available as requested.

POSITION REQUIREMENTS:

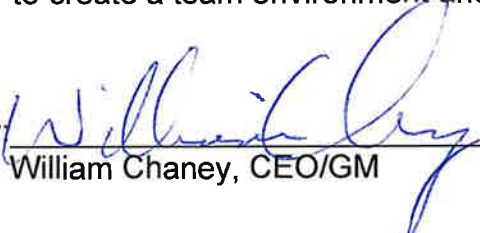
Education/Experience:

BA/BS in accounting or related subject; and a minimum of three years of progressive experience in telephone and/or electric system accounting or 5 to 10 years of progressive experience in business related accounting. CPA or other professional certifications and utility specific training desired.

Skills and Abilities:

1. Knowledge of company policy and procedures.
2. Ability to communicate with members, employees, and various business contacts in a professional and courteous manner.
3. Skill in operating various office equipment such as a personal computer, various software programs, and telephone systems. Skill in oral and written communications.
4. Skill in reading and understanding financial reports, industry regulations, and proposed legislation.
5. Knowledge of regulatory environment and the business impact of proposed and adopted regulatory changes.
6. Knowledge of management and finance principles and practices. Knowledge of company products and services.
7. Ability to organize and prioritize multiple work assignments. Ability to pay close attention to detail. Ability to make sound decisions using information at hand.
8. Ability to create a team environment and sustain employee morale.

Approved by


William Chaney, CEO/GM

Date:

1-3-24