

**VALLEY ELECTRIC ASSOCIATION, INC.**

**JOB DESCRIPTION**

**I. IDENTIFICATION**

- A. Title: **Accountant**
- B. Department: Administration & Finance
- C. Reports To: Controller

**II. OBJECTIVES:**

This position works under the general supervision of the Controller who reviews work through daily observation of assigned tasks, records, and customer/vendor feedback. This position is responsible for applying generally accepted accounting principles to record the business activities of a utility company and its subsidiaries; and, will also prepare and analyze financial information and reports that are to be used by management.

**III. KEY RESPONSIBILITIES**

General Duties and Responsibilities:

- a. Provide complete and accurate financial records and reports in accordance with established Cooperative Accounting Policies and Procedures, in accordance with FERC Uniform System of Accounts and Generally Accepted Accounting Principles that will contribute to efficient management of the Cooperative.
- b. Assist and at times taking charge of internal audits of controls, procedures, and processes as requested by management.
- c. Works with and in cooperation with external auditors.
- d. Backup and assist with other positions within the department and other departments as requested.

Financial Duties and Responsibilities:

- a. Responsible for the work order system tracking and analyzing capital expenditures and capital projects for the Cooperative.
- b. Maintains and reconciles all property records.
- c. Analyzes and reconciles general ledger accounts and maintains subsidiary record for each general ledger account.

- d. Assists in the preparation of standard financials and RUS Form 7 and related reports for management and board.
- e. Assists in preparation of budgets and analysis of the monthly expenditures.
- f. Perform various cost analyses and prepare reports for management as requested.
- g. Determines and implements cost accounting procedures and methods. Maintains standard costs.
- h. Works with prepares reports for Federal, State, and Local agencies, such as FERC, IRS, State Department of Taxation, FCC, etc. Responsible for keeping the company within compliance with the various agencies.
- i. Assists in preparation of closing procedures for month and year end.
- j. Responsible for the preparing invoices and processing of payments for Miscellaneous Accounts.
- k. Maintains the VEA Charitable Foundation ledger from initial posting through financial statements.

This job description in no way implies that the duties and responsibilities listed herein are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties and training as indicated by the manager and/or supervisor.

#### **IV. AUTHORITIES AND ACCOUNTABILITY**

- a. The Accountant shall have full authority to carry out the responsibilities and duties of this position in conformity with established policies and procedures.
- b. (S)He should remember that (s)he is accountable to the management of the Cooperative for the efficient performance of these responsibilities and that, although some of these responsibilities may be assigned to another person, the accountability for the successful completion of these responsibilities cannot be assigned.
- c. (S)He is encouraged to use initiative and judgment in making decisions, remembering that the Cooperative's best interest can be affected by his (her) actions.
- d. (S)He should feel free to make suggestions for the improvement of operations and efficiency.
- e. (S)He shall secure the approval of the Controller in making decisions when policies are not clear or require interpretation.

#### **V. RELATIONSHIPS**

Employee will communicate, collaborate, and cooperate with colleagues, customers, and vendors.

Inside the organization:

- a. Reports to: Controller
- b. Fellow employees

Outside the organization:

- a. Member/Consumers – Providing prompt, courteous service and information.
- b. Vendors and solicitors contacting a Cooperative representative.

## VI. SPECIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education and/or Experience:** A bachelor's degree in Accounting, with a minimum of three years of work experience in public utility accounting, accounting or public accounting, or equivalent combination of relevant education and experience that would satisfy the requirements of this position. CPA or CPA candidate is a plus.

**Language Skills:** Ability to read, analyze, and interpret common technical journals, financial reports, and legal documents. Ability to effectively present information to customers, vendors and other employees.

**Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Other Skills and Abilities:** Extensive knowledge of accounting principles and practices, budgeting methods, insurance, taxes, banking and other financial matters. Working knowledge of all office procedures, equipment, and administrative functions. Knowledge of data processing, information systems and internal accounting controls. Ability to communicate with co-workers, customers and vendors in a professional and courteous manner.

**Physical Requirements:** The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Ability to sit extended periods of time; ability to use hands to finger, handle, or feel objects, tools, or controls; ability to reach with hands and arms; and ability to talk and hear. Ability to see close up small numbers or fine print and the ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions. There are no risks beyond those associated with normal office activities and no special precautions of any kind are required. The ability to work in an environment with a usually moderate noise level common to an office environment.

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position.

Accepted

by Date: \_\_\_\_\_

\_\_\_\_\_  
Employee

Date: \_\_\_\_\_

\_\_\_\_\_  
Manager