

# **JOB DESCRIPTION**

**Position Title:** Staff Accountant

**Department:** Accounting

**Reports To:** Chief Financial Officer

**FLSA Status:** Salary - Exempt

**Education Requirements:** Associate degree in business or accounting

**Experience Requirements:** 2 years of business or accounting experience preferred; knowledge of Microsoft office package; keyboard and 10 key calculator experience; valid driver's license.

**Physical Requirements:** Ability to sit at a workstation for long periods of time and ability to lift 30 pounds.

**Summary:** Staff Accountant is responsible for the proper accounting of construction and retirement work orders, material purchases, inventory adjustments, and other plant activity.

This includes proper record keeping of labor, material, overhead charges and other cost totals charged to construction and retirement of work orders. Accurate accounting must be completed of inventory purchase, receipt, transactions, retirement, and resale. S/he is responsible for completion of annual physical inventory count and reconciliation with inventory records and general ledger.

Prepares audit work papers for annual audit pertaining to work orders and continuing property records, and inventory records. Essential to the position is maintaining RUS guidelines for work order records and retention. Generate reports including work order, RUS Form 219, Special Equipment and month end material and inventory.

This role will also manage vehicle mileage from job order sheets and mileage record sheets and reconcile to odometer reports and system records. Tracking of new service orders and recording aid-to-construction & right-of-ways received to determine release for construction.

Staff Accountant is also responsible for accounts payable and determines proper account coding of accounts payable and enters into system from invoices received. Print checks for invoices due, assembles necessary

paperwork and pays invoices. Reconciles accounts payable subsidiary ledger with general ledger on a monthly basis.

Is able to work independently, detail-oriented, and organized are key. S/he must have good communications skills as the position works closely with customers within the organization, vendors, and members of the cooperative. Must be a team player and have creative problem solving skills.

*This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.*