



## POSITION SUMMARY

Under direction, directs the accounting and financial activities of the Cooperative, ensuring all financial statements are accurate. Analyzes financial information and prepares financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within the organization. Develops overall strategies for the best sourcing solutions to support the effective and efficient operation of the plant, and maintain procedures and records that conform to the Cooperative's operations, policies and procedures.

## WORKING CONDITIONS

General office and sedentary, requiring extended periods of time at a keyboard or workstation. Ability to exert a light degree of physical effort including carrying, pushing, pulling, climbing, balancing, standing, stooping, kneeling, crouching, crawling, walking and the assisted lifting of objects and materials up to 25 pounds. Specific vision abilities include close vision and distance vision. Limited exposure to adverse environmental conditions, such as dirt, dust, odors, humidity, temperature and noise extremes, wetness and vibrations. Use of personal computing equipment, telephone, multi-functioning printer and calculator. Manual dexterity, ability to reach, bend, and use 2-step stool while safely lifting and lowering boxes. Ability to travel to and from meetings, training sessions or other business-related events. May be required to work after hours to include weekends and holidays.

## ESSENTIAL FUNCTIONS

- Supervises and directs accounts payable, and accounting personnel.
- Prepares journal entries for monthly postings.
- Assists with daily general ledger entries and monthly closings.
- Manages operating and capital budget.
- Responsible for CWIP ledger and accounting for fixed assets.
- Prepares analysis for corporate financing decisions, monthly financial reports, and routine regulatory, state and federal reports.
- Prepares balance sheets, profit and loss statements, and other reports to summarize current and projected company financial positions.
- Establishes and modifies documents. Directs and coordinates implementation of accounting and accounting controls and procedures.
- Coordinates and assists with the development of the financial analysis strategy.
- Analyses financial information detailing assets, liabilities, and capital.
- Arranges for audits of company accounts.
- Monitors and directs investment of funds.
- Reviews accounting transactions for associated mining contractor.
- Prepares state and federal payroll reports.
- Responsible for on-going property and liability insurance issues, and ad valorem tax issues.
- Responsible for cross training accounting staff, and provides back up to procurement area as needed
- Performs cash management functions and approves supporting documentation for cash disbursements.
- Performs other duties, tasks and special projects as assigned.

## KNOWLEDGE, SKILLS & ABILITIES

Education	Experience	License & Certification	Testing	Other
<ul style="list-style-type: none"><li>Bachelor's Degree in Accounting, Financing or related field Preferred</li></ul>	<ul style="list-style-type: none"><li>At least 2 years' experience in accounting</li><li>At least 5 years' in supervisor role, preferred</li><li>Experience in electrical, coal fired, power plant preferred</li></ul>	<ul style="list-style-type: none"><li>Valid Driver License</li><li>CPA preferred</li></ul>	<ul style="list-style-type: none"><li>Criminal background check</li><li>Non DOT drug test</li><li>Acceptable MVR</li></ul>	<ul style="list-style-type: none"><li>Personal Computing</li><li>IBM System 8</li><li>OSHA Regulations</li><li>Lockout/Tagout</li></ul>

*\*\*San Miguel Electrical Cooperative, Inc is an Equal Opportunity Employer\*\**