



### **POSITION SUMMARY**

Under direction, assists in accounting and financial activities of the Cooperative. Supports Accounting department with daily general ledger entries and monthly closings, quarterly and annual regulatory and financial reporting, compiling annual budget and preparation of tax returns.

### **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**

Assists with Capital Projects (CWIP) ledger and accounting for fixed assets.

Reviews account transactions and billings associated with San Miguel Lignite Mine.

Assists with preparing monthly financial reports.

Assists with payroll closing.

Assists with cash management functions and approves supporting documentation for cash disbursements.

Assists with financial and statistical analysis.

Maintains accounts receivable records and invoicing.

Compiles and prepares information for various journal entries for general ledger.

Assists with compiling and preparing of operational and capital budgets.

Maintains statistical data for preparing various analysis utilized to determine financial and operational decisions.

Assists with preparing work papers and providing necessary information for audits; coordinates with external auditors as required.

Assists with preparing reports required by regulatory agencies to include, but not limited to: annual Form 12, Form 990 and Form 721.

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, Finance or related field experience</li></ul>	<ul style="list-style-type: none"><li>At least 1 year experience in accounting or financing preferred</li></ul>	<ul style="list-style-type: none"><li>Valid Driver License</li><li>Certified Public Accountant 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>Confidentiality Agreement</li><li>IBM Power 8</li></ul>

#### **Special Notes**

- Very important to this position are: active listening, critical thinking, mathematics, reading comprehension, speaking, writing, judgment and decision making, monitoring, complex problem solving, active learning, time management and learning strategies.
- Important to this position are: mathematical reasoning, written comprehension, deductive reasoning, number facility, oral expression, inductive reasoning, oral comprehension, problem sensitivity, written expression, selective attention, speech clarity and fluency of ideas.

*San Miguel Electric Cooperative is an Equal Opportunity Employer.*