

Job Description Staff Accountant

Position Summary:

This position is responsible for performing a variety of accounting duties in accordance with generally accepted accounting principles. Prepare and post journal entries to the general ledger and reconcile general ledger accounts.

Essential Duties and Responsibilities:

General Accounting (60%)

- Prepare, analyze, post and reconcile journal entries to the general ledger accounts.
- Perform accounting duties such as month and year end closing, annual budget preparation, and prepare and file various tax returns.
- Prepare financial statements including balance sheets, income statements and statements of cash flow as needed.
- Prepares payments by accruing expenses; assigning account numbers; requesting disbursements; reconciling accounts.
- Develop and implement accounting procedures by analyzing current procedures and recommending changes as needed.
- Answer accounting and financial questions by researching and interpreting data.
- Maintain external contact with audit firms, banks, consumers, and various industry and trade associations

Capital Credit Accounting (20%)

- Manage the Capital Credit process including Allocation, General Retirement, Estate Retirement, and Final Retirements of the member equity
- Perform Capital Credit related accounting duties to the general ledger accounts.
- Acts as the point of contact for members on Capital Credit related questions/issues

Miscellaneous/Other (20%)

- Provide guidance and assistance to staff on various work assignments and accounting related issues.
- Assist with accounts payable and accounts receivable processing as needed.
- Assist with various office support functions including, but not limited to, answering billing and outage calls, inventory maintenance, member assistance, etc. as needed.
- Assist with other projects and duties as assigned.

Skills and Qualifications:

- Bachelor's Degree in Accounting or related field preferred
- Equivalent combination of education and experience will be considered.
- Knowledge and understanding of the cooperative model preferred.
- Strong background with fully integrated computerized accounting systems.

Environment/Working Conditions:

Must be able to work outside of normal business hours. Travel required to attend meetings and/or interact with members, cooperative leaders, boards, committees, and related entities and activities. Travel within and outside the BEC service territory is required with occasional overnight stays.

Incumbent will work in a general office environment.

This position description is intended to provide only basic guidelines for meeting job requirements. Responsibilities and job criteria may change as needs evolve.