

Comanche Electric Cooperative

Senior Accountant

Reports to: Director of Finance and Accounting
Non-Exempt

Job Summary:

Works collaboratively within the team to perform general accounting duties as required for a successful operation. This role will also be responsible for the preparation of a variety of monthly accounting reports and the review of transactions for completeness, internal accuracy, and in conformance with established accounting standards.

Major Functions:

- Perform month end general ledger closing including analyzing accounts to ensure accuracy
- Prepare all payroll reports and tax forms for distribution and posting to the general ledger
- Prepare Monthly Cooperative board reports
- Process and close monthly work orders
- Prepare monthly bank reconciliations for all Cooperative bank accounts
- Maintain daily cash records
- Prepares invoices for payment and assists in maintaining the other accounts receivable general ledger
- Assist in developing the annual budget
- Prepare audit schedules and provide support for outside auditors
- Provide miscellaneous reports as needed
- Runs appropriate reports, including month-end, year-end, accounts payable and other duties as required
- Prepares and distributes 1099s to vendors annually
- Attends appropriate training and seminars as needed

Organizational Relationships:

- Accountable to the Director of Finance and Accounting for all phases of activities
- Establishes and maintains professional relationships with employees and members to achieve the objectives of the cooperative

Pre-Requisites:

- Bachelor's degree in accounting required
- Knowledge of generally accepted accounting principles
- High level of proficiency in the use of Microsoft Office products such as Excel and Word
- Ability to perform mathematical calculations and compile reports
- High level of accuracy and attention to detail

- Excellent organizational skills
- Good interpersonal skills, and solid problem-solving skills. Good communication skills, both written and verbal. Sound judgment with the ability to analyze and formulate solutions
- Proficient use of personal computers, general office equipment, and experience in ten-key calculating
- Valid Drivers License

Essential Skills:

While performing the duties of this job, the employee is regularly required to sit, use hands, handle, reach, talk, and hear. The employee is occasionally required to lift and/or move up to 10 pounds and operate a motor vehicle. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

Comments:

This job description is not intended to be all inclusive. An employee will also perform other reasonably related business duties as assigned by the immediate supervisor and other management as required. The General Manager of Comanche Electric Cooperative reserves the right to revise or change the job responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.