



JOB POSTING

Job Title: Accountant 2

Location: Kaufman

Posting Date: 10/3/22 – 10/10/22, 5:00 PM

Summary

Administer prompt, efficient and reliable accounting services that will provide complete and accurate accounts payable and member capital credit records and summaries.

Responsibilities and Authorities

Within the limits of approved board policies, operating guides and procedures, assumes responsibility and has commensurate authority for the following activities:

- Processes accounts payable information in accordance with Generally Accepted Accounting Principles and the FERC Uniform System of Accounts
- Ascertain that invoices processed for payment have been properly authorized, approved and supporting documentation is attached
- Assigns vendor, general ledger and item identification codes and enters data into CIS
- Assigns due dates for payments, noting cash discounts, combines invoices to minimize the number of checks written and maximizes cash flow period
- Submits information on accounts payable and consumer refund checks to bank accounts to ensure adequate controls under the Positive Pay Program
- Reviews detail of transactions to accounts payable, checking for accuracy and reasonableness
- Accurately assigns capital purchases into the respected fixed asset general ledger accounts
- Maintains the audit file and reconciliations for the Cooperative's fixed asset records
- Maintains the vendor master file
- Processes vendor payments and customer refund checks
- Reconciles vendor statements
- Reconciles and maintains subsidiary records to the general ledger for accounts payable and accrued liabilities
- Secures completed IRS Form W-9's from vendors, when required
- Prepares year-end IRS Form 1099's and mails to vendors
- Prepares, retains and distributes appropriate documents and reports on accounts payable
- Prepares audit work papers pertaining to accounts payable
- Ensures timely distribution of Cooperative expense reports to the Audit Committee

- Recommends improvements to internal control in the accounts payable function to management as needed or requested
- Serves as a back up for opening and distributing incoming and inter-office mail
- Process monthly sales tax returns and payments
- Process monthly, quarterly, and yearly franchise tax payments
- Periodically calculates fuel consumption from storage tanks and reports to fuel supplier
- Back up for Remittance Processor
- Processes the monthly fuel rebate report with the Texas State Comptroller
- Follow Cooperative policies, procedures and regulations
- Exercises a high degree of discretion and emotional control during periods of extreme stress in working with members, Board members, employees and other individuals, any of whom may be from diverse cultural backgrounds, and diverse socioeconomic backgrounds, as well as working with professional staff, regulatory staff, and oversight agencies.
- Perform any other duties as assigned by the General Accounting Supervisor/Sr. Staff Accountant, Chief Financial Officer, Assistant General Manager/COO and/or the General Manager/CEO

Education

Associates degree from an accredited college or university with an emphasis in Business Administration, Accounting, Finance or related field with at least nine credit hours in Accounting is preferred. Comparable experience may be substituted to meet the educational needs.

Experience

Minimum of two-years' experience in processing member capital credit accounts or accounts payable is preferred.

Job Knowledge

Must have working knowledge of the FERC Uniform System of Accounting, a strong understanding of accounting concepts, procedures and practices is required. Must have proficient computer skills using Cooperative accounting system software, Excel, Word and ten-key.

Abilities

The ability to organize work to meet deadlines is essential. The ability to communicate effectively with others, both orally and in writing is essential. Must pay close attention to details. Must be able to complete basic arithmetic problems accurately. Must be able to maintain confidentiality with access to Cooperative, employee, and member information. If required to drive, must possess a valid driver's license and remain insurable by Cooperative automobile insurance carrier.

Working Conditions

Must be able to work outside of regular schedule to maintain operations as required. General office environment. Will occasionally require travel outside the cooperative service area.

Physical Requirements

Light work, requiring exertion of up to 20 pounds of force occasionally and/or up to 10 pounds of force more frequently. Lifting and carrying of 10 to 50 pounds occasionally. Job requires sitting majority of the time. Primarily inside work at desk. Must be able to use office equipment such as a copier, computer and printer. Hazards include electrical and mechanical. Some exposure to dust and dirt. May be required to work outdoors for events or certain circumstances.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Due to the nature of an electric utility, all employees are subject to working extended hours, holidays, nights, and weekends with or without notice.

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How to Apply

- Internal candidates are to notify the Human Resources Department of their interest.
- External candidates may apply at any TVEC office, www.tvec.net, submit resume to P.O. Box 888, Kaufman, TX 75142 or email to addresses below:

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