



JOB POSTING

Job Title: Work Order Specialist

Location: Kaufman/Athens

Posting Date: 07/11/2024 until 08/01/2024 5:00pm

Summary

Assists the Cost Accountant to administer prompt, efficient, and reliable accounting services that will provide complete and accurate plant 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 construction, retirement work order and materials inventory information in accordance with Generally Accepted Accounting Principles and the FERC Uniform System of Accounts.
- Assigns general ledger, work order and item identification codes on invoices from contractors and suppliers.
- Prepares and posts journal entries affecting work orders and inventory and property accounts.
- Converts assembly units to record units on completed construction and retirement work orders.
- Prepares unitization and tabulation of record units on completed construction and retirement work orders and posts to proper asset accounts.
- Prepares, retains and distributes appropriate documents and reports on work orders and materials inventory.
- Assigns general ledger, item identification and stock item codes on invoices for purchases of inventory.
- Prepares audit work papers pertaining to work orders, continuing property records and materials inventory.
- Serves as a backup for the Cost Accountant
- Follow Cooperative safety policies, procedures and regulations.
- Exercises a high degree of discretion and emotional control during periods of extreme stress while collaborating 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.
- Regular and predictable attendance is an essential function of this position, with or without reasonable accommodation.
- Perform other duties as assigned by the Chief Financial Officer and/or the General Manager/CEO.

Education

Associate's 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 required. Comparable experience may be substituted to meet the educational requirements.

Experience

A minimum of two years' experience processing work orders, plant accounts and/or inventory is preferred.

Job Knowledge

Must have working knowledge of the FERC Uniform System of Accounts, 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 effectively communicate with others, both orally and in writing is essential. Must pay close attention to details. Must be able to read and write. Must be able to complete basic arithmetic problems accurately. Must be able to maintain confidentiality with access to member information. If required to drive, must possess a valid driver's license and remain insurable by Cooperative automobile insurance carrier.

Working Conditions

Will occasionally require travel within and outside the cooperative service area, and general office environment.

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 the 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.

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.

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 application and resume to email addresses below:

Melissa Lewis
lewism@tvec.coop
fax: 469-376-2241