

External Job Posting

Accounting & Billing Analyst

FULLTIME/PARTTIME: Fulltime

TYPICAL HOURS WORKED: 8:00am – 5:00pm Monday-Friday; occasional overtime as required.

EDUCATION: Bachelors Degree in Accounting, Finance, or Business with a minimum of three years' experience in related field; prefer co-op-related accounting background.

REPORTS TO: Director of Accounting

JOB REQUIREMENTS/SKILLS:

- Strong knowledge in excel to develop spreadsheets and perform calculations as related to accounting functions;
- Knowledge of the cooperatives billing system;
- Must have gained respect of co-workers, with ability to direct others within department;
- Applies policies, procedures, and practices as relative to accounting and billing;
- Works in a cohesive manner with other staff members and management;
- Gives and receives feedback, handles conflict constructively, must have excellent organizational and time management skills;
- Must be able to communicate effectively, verbally and in written form, in order to exchange information with membership and coworkers;
- Must have excellent organizational and time management skills, be creative in streamlining billing tasks in order to gain efficiencies in practices and procedures;
- Accuracy and attention to detail
- Confidentiality
- Deadline-oriented
- Must be able to handle multiple tasks
- General math skills
- Valid driver's license

DESCRIPTION OF DUTIES: May perform any combination of the following: (duties may include, but are not limited to):

- Coordinates and assists with financial analysis and general accounting activities
- Works directly with activities required for billing functions and processes. Ensures that all billing processes and practices are performed in conjunction with the cooperatives billing schedule, rate schedule and service rules and regulations. The practices and processes should be completed in a timely, accurate and efficient manner.
- Review billing each cycle to ensure accuracy before processed
- Assists with rate study and implementation of billing rate design in system
- Will work with other staff as needed to schedule any mailing/billing communications relating to members i.e. bill stuffers, letters, phone messages, office handouts, etc. and will ensure the timeliness and accuracy of the same;
- Makes monthly investments to pay long-term debt loan payments and wholesale power bill
- Prepares forms for long-term debt advances and files with proper government agencies
- Preparation of 1099 forms
- Prepares asset, liability, and capital account entries by compiling and analyzing account information
- Documents financial transactions by entering account information and performing monthly journal entries
- Substantiates financial transactions by auditing documents, checking figures, postings, and documents for correct entry, mathematical accuracy, and proper codes
- Reconciles financial discrepancies by collecting and analyzing account information
- Compiles statistical, financial, accounting, or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses
- Answers general questions using computerized financial information, as well as those related to specific accounts
- Calculates and processes depreciation and build plant records in system for general plant
- Prepares payments by keying invoices, verifying documentation, and requesting disbursements
- Calculates, prepares, and issue bills, invoices, account statements, and other financial statements according to established procedures
- Balancing daily work of accounts receivable (Daily Recap) as needed
- Balancing and reconciling credit card payments and check payments made through our IVR system as needed
- Recording deposits in system as needed
- Reconciles monthly bank statements and performs treasury transactions
- Prepares monthly financial reports by collecting, analyzing, and summarizing account information
- Prepares various account reconciliations
- Prepares schedules for year-end audit
- Provides financial information for annual reporting
- Performs and processes monthly sales tax payment and tax form filing
- Complies with federal, state, and company policies, procedures, and regulations
- Maintains member confidence and protects operations by keeping financial information confidential



- Performs general office duties such as filing, scanning, answering telephones, and handling routine correspondence
 - Assists with calculation and reporting of energy efficiency data as required on year-end financial reporting
 - Keeps management informed of activities and issues or concerns that arise
 - Assists with financial analysis of key trends for cooperatives around the United States
 - Scheduling, processing, and assisting with capital credit processes; annual allocation, general retirement, special retirements, and applying to uncollectible accounts
 - Organizing and performing escheat process and letter of notifications for unclaimed properties
- Any other duties and or responsibilities deemed necessary by management.

WORK CONDITIONS/PHYSICAL REQUIREMENTS

- Must be able to remain in a stationary position at least 50% of the time and occasionally move around the office to access file cabinets, office machinery, etc;
- Must be able to operate a computer and other office machinery, such as a calculator, copy machine, or printer;
- Must be able to communicate/exchange accurate information effectively, both in the office and over the phone;
- Occasional moving of files and boxes up to 25 pounds.

EMPLOYEE'S PRIMARY RESPONSIBILITY

- It is the employee's primary responsibility, regardless of workload or conditions, to ensure:
- Safety for oneself;
- Safety for all his/her fellow employees;
- Protection for the public;
- Protection for company property and for public and private property;
- That all injuries and accidents are reported to his/her supervisor immediately.

Applicants interested in and qualified for this position should email their resume to jobapplicant@syemc.com. Please include "Accounting 20211124" in the subject line of the email.