

# **CHICKASAW ELECTRIC COOPERATIVE JOB DESCRIPTION**

## **ACCOUNTING CLERK**

### **I. Job Summary**

Helps to prepare and analyze monthly financial statements for the utility. Helps to submit information, including monthly and annual reports to other agencies.

### **II. Duties and Responsibilities**

Essential duties and responsibilities include those listed below and may be supplemented, as necessary. Reasonable accommodations may be made in accordance with the Americans with Disabilities Act (ADA). Other duties may be assigned, as indicated below.

1. Prepares and records necessary journal entries.
2. Applies GAAP, FERC, and RUS guidelines in performance of duties.
3. Monitors the recording of invoices entries to ensure proper allocation.
4. Post and reconciles the general ledger.
5. Works with external auditors in performing utility audits.
6. Helps to communicate with city and county agencies, banks, software vendors, Tennessee Valley Authority (TVA), Tennessee Valley Public Power Association (TVPPA), Tennessee Electric Cooperative Association (TECA), vendors, and others in providing advice and resolving problems.
7. Provides support to other accounting staff.
8. Assists with billing for pole attachments.
9. Assists with annual physical inventory.
10. Maintains confidentiality of information.
11. Assist in financial forecasts.
12. Serves as a backup of accounts payable and payroll processes.
13. Responds to emergencies on an as-needed 24/7 basis.
14. Submits information, including annual reports, to other agencies in accordance with the agency requirements.
15. Helps to file required monthly, quarterly, and annual reports for both state and federal agencies.
16. Helps to prepare and analyze monthly financial statements for the utility.
17. Prepares and helps to oversee reporting for Grants and Loans.
18. Performs other duties as assigned.

### **III. Qualifications**

High School diploma or General Education Development (GED). Knowledge of basic accounting procedures. Ability to prepare and maintain accurate financial records, reports, and statements for informational, auditing and operational use. Effective communication(oral and written) and interpersonal skills. Ability to communicate technical information effectively. Computer skills that include Word, Excel, Access, e-mail, Internet and other software. Ability to lift computer generated reports and other accounting records weighing up to 30 pounds. Valid driver's license.

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### **IV. Work Environment**

The following are representative of the environmental conditions in which an employee works while performing the essential functions of this job.

The work is performed inside under normal office conditions. Mobility to and from various work areas and external facilities is required. Talking and hearing are necessary in communicating with others. The work involves movements that include sitting, standing, stooping, bending, crouching, grasping, and reaching. The noise level is normal for an office work environment and varies when working outside. Effective vision (near and far) is required. Moderate lifting is periodically required. Travel may be required for meetings, seminars, conferences and other industry events. Overnight travel is sometimes necessary.