

ACCOUNTANT 2
Job Description
NRECA Job Code: 12L

To accurately record and interpret assigned financial and accounting transactions consistent with approved and prescribed accounting practices and procedures. Responsible to keep a complete and systematic set of subsidiary records and ledger accounts to record financial transactions and show financial status of the system. Responsible for preparing reports and financial statements. Strong knowledge of Generally Accepted Accounting Principles and applied accounting knowledge is required. Duties must be completed timely and with a high degree of accuracy.

Typical responsibilities include but are not limited to:

- Ensure that all Journal Entries, corrections, and other adjustments are properly and adequately explained and documented.
- Process timely monthly/annual closings.
- Prepare and distribute monthly inventory report and assist with any discrepancies.
- Reconciles A/P and other related Balance Sheet Accounts on a monthly basis.
- Reconciles subsidiary bank account on a monthly basis for all OCEC and Education Foundation accounts.
- Assists in collection of information and documentation for RUS and other auditors.
- Knowledge of the Accounts Payable, Work Order and Payroll Specialist duties and transactions in order to assist as needed with discrepancies and out of balances.
- Prepare and distribute Monthly Department Managers' budget reports and assist with any discrepancies.
- Maintain applicable worksheets for annual audit, including but not limited to prepays, insurance distributions, etc.
- Maintain miscellaneous financial records including, but not limited to, property taxes, gross receipts, etc.
- Complete routine physical inventory count.
- Complete month end closing review of General Ledger and financial Board of Director packet for management review.
- Prepares, reconciles and loads annual budget load to NISC.
- Responsible for processing and recording patronage capital credit transactions.
- Serves as back up to the Accounting 1 and Manager of Finance positions.
- Other duties as assigned.

Job requirements:

- Bachelor's Degree in Accounting required. Master's Degree in Accounting and/or CPA preferred.
- A thorough knowledge of double-entry accounting, financial statement preparation and interpretation and tax regulations. A working knowledge of accounting processes for Accounts Payable, including Chart of Accounts familiarity for proper classification of expenses.
- Ability to read and interpret financial statements and to use Windows-based software for accounting and tax reporting applications. Microsoft Word and Excel required, previous Accounting software familiarity helpful.
- Must notify the Cooperative if they do not have a valid NM driver's license.
- Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently to move objects.
- Occasionally bending body downward and forward by bending spine at the waist, using lower extremities and back muscles.
- Substantial movements (motions) of the wrist, hands, and/or fingers.
- Frequently expressing or exchanging ideas by means of spoken words in order to convey information and/or instructions.
- Receive detailed information through oral communications.