

Job Title Accounting Clerk I

Cooperative: Lorain-Medina Rural Electric/ North Central Electric

DEPARTMENT: Finance and Accounting

REPORTS TO: Director of Finance and Accounting

RECEIVES INSTRUCTIONS FROM: FESCO President and General Manager, Director of Finance & Accounting

DIRECTS: None

PROVIDES INSTRUCTIONS TO: Payroll data entry personnel.

Performance Factors Level:

- 1 Customer Focus
- 1 Teamwork
- 2 Innovation
- 1 Communications
- 2 Initiative
- 1 Quality Focus
- 1 Leadership

Development/Learning Curve: 18 months

I. OBJECTIVE

A. To provide assistance in the Finance and Accounting Department as needed, and to carry out the functions associated with accurate and timely accounting of, but not limited to, Payroll, Accounts Payable, Cash Management, and other routine General Ledger applications.

II. RESPONSIBILITIES

A. Payroll

- 1. Processes payroll time sheet data, pay rate changes and maintains payroll files.
- 2. Prepares biweekly payroll and reports.
- 3. Prepares payroll deductions for insurance, employee receivables, credit union, and other withholdings.
- 4. Prepares state and local tax deposit and reports.

B. Cash Management

- 1. Monitors accounts payable, payroll, investment maturity dates and capital budget expenditures to determine and maintain adequate general fund levels to adequately cover current obligations.
- 2. Invests short-term general funds in CFC Commercial Paper. Schedules the return of these investments to the General Fund and records the necessary journal entries.
- 3. Coordinates with the Director of Finance and Accounting the timing for payment of capital expenditures and large inventory purchases.

C. Accounts Payable

- 1. Processes invoices, assigns proper General Ledger account coding and enters invoices into accounts payable system.
- 2. Prepares checks to pay accounts payable invoices and prepares them for mailing.

3. Maintains check vouchers and invoices in check number order by month.
4. Prepares and enters journal entries as required to record accounts payable transactions and adjustments.
5. Collects and remits sales and use taxes as required by state law. Prepares sales and use tax returns.
6. Plans for and remits property and kWh tax payments.
7. Performs trustee expense administration
8. Prepares People Fund disbursements.
9. Prepares IRS Form 1099s as required.

D. General Accounting

1. Assists in preparing audit work papers and provides audit information as needed.
2. Administers the depreciation accounts of the distribution and general plant assets and reconciles the depreciation register to the general ledger each month.
3. Prepares monthly fixed journal entries and general journal entries as needed.
4. Reconciles the transportation clearing account and performs the transportation month end..
5. Helps prepare and compile the annual work plan and budget as needed.
6. Performs monthly bank account reconciliations and prepares adjusting journal entries.

E. Capital Credit Records

1. Completes capital credit address change data sheets.
2. Responds to member and past member's inquiries regarding capital credit allocation and retirement.
3. Assists members and the general public entering the office by directing them to the appropriate department according to their needs.
4. Allocates capital credits to all current members.
5. Prints and mails capital credit allocation notice cards.
6. Runs capital credit retirement process, prints and reviews reports, sends file to printer for processing and mailing.
7. Prepares refunds to estates as provided by the policies of the Cooperative.
8. Maintains records of unclaimed capital credits, prepares list of names for Country Living Magazine, reissues checks when necessary.
9. Records updated addresses for capital credit system.
10. Reconciles Capital Credit recap with General Ledger.

F. Other

1. Observes confidentiality in all office related matters.
2. Acts as back-up as required during departmental absences.
3. Answers the telephone as necessary.
4. Promotes Cooperative goodwill through participation in community activities and by conducting himself/herself at all times in a professional, courteous, moral and ethical manner so as to reflect credit to himself/herself and the Cooperative.
5. Provides information and sells products to the membership.
6. Promotes all Cooperative programs to the membership.
7. Performs Cooperative records retention work per the records retention schedule prepared by the Director of Finance and Accounting.
8. Attends and assist at the annual meeting.
9. Other Duties as assigned.

III. QUALIFICATIONS

- A. Education: Associates Degree in Accounting or like discipline from an accredited college or university.
- B. Training and Experience: One to three years general accounting experience is preferred. Prior bookkeeping experience in a similar or related industry is also preferred. Employee must possess the minimum accounting and business skills necessary to perform all tasks with minimal supervision. Must have a working knowledge of the RUS accounting system and RUS work order procedures. Employee must possess minimum PC software skills including a full working knowledge of an electronic spreadsheet, word processor, and other software applications as desired by Management.
- C. Physical and Mental Requirements:
 1. Machine Skills: Must be able to operate effectively a personal computer, fax machine ,10-key calculator, and telephone.
 2. Mental demands: Must have the ability to work steadily for prolonged periods of time, doing both a variety of tasks and repetitive work. Must be capable of meeting deadlines with a high degree of accuracy under heavy work load and interruptions, if necessary.
 3. Physical Demands: Time working in this position is primarily inside desk bound work. Occasional lifting and transporting of material not weighing more than 20 lbs. is required.
 4. Visual Acuity: Visual and depth perception are required for the job.
 5. Work Environment: Work in a clean, well lighted, heated, and ventilated office. Employee is expected to maintain a clean, organized, and sanitary work area.
 6. Physical Appearance: Certain physical appearance requirements are to be followed by employees in this position. Employees will wear the appropriate office attire as prescribed by the Dress Code.
 7. The above statements are intended to describe the general nature and level of work being performed in this job. This description is not intended to be an all inclusive list of responsibilities, duties, and requirements for personnel in this position. This job description is subject to change throughout the year as needed.

D. Exempt Status: Exempt: This position is not subject to the overtime requirements of the Fair Labor Standards Act, as amended.

E. Special:

1. License and Certifications: None
2. Other: This position requires the ability to complete routine reports and meet and deal tactfully and courteously with co-workers, associates, member-consumers, and the public.