

**Pioneer Electric Cooperative, Inc.**  
**Greenville, Alabama**  
**Accountant**  
**Location: Greenville, Alabama**  
**July 14, 2017**

**Position Summary:** Under minimal direction, coordinates and maintains financial and business transactions. Applies RUS accounting and GAAP principles in areas such as reporting and records management, work order processing, payroll and administration. Serves as a back up to each aspect of the accounting department, including backup to the CFO of certain responsibilities. Performs additional tasks in support of the department's administration as needed or upon request.

**Key Responsibilities Include but Not Limited To:**

- Balances books and compiles balance sheets and income statements.
- Runs summary of general ledgers, budgeting analysis and transaction journals.
- Assists in the preparation of RUS/CFC forms.
- Prepares pre-audit report forms for independent auditors.
- Performs checks and balance procedures on all accounts payables, transportation work orders, inventory and materials.
- Prepares other financial and statistical reports as requested.
- Prepares accurate and timely financial reports that satisfy accounting guidelines and procedures
- Maintains accounting records and compiles financial statements for SDIDA.
- Processes payroll for each bi-weekly pay period, including individual employee deductions, paid leave accruals, charges and other appropriate payroll records to ensure accurate payment to employees.
- Reviews daily time sheets.
- Prepares all payroll tax related reports.
- Reviews and evaluates work order procedures
- Processes work orders for new construction system improvements, retirements, and placements.
- Ensures materials and labor are correctly charged.
- Maintains work order files.
- Maintains materials inventory files.
- Reconciles and posts annual inventory counts to appropriate files.
- Reconciles inventory reports to general ledger.
- Reviews and verifies vehicle mileage. Processes transportation month-end closeouts.
- Maintains transportation system files.
- Develops departmental budget.
- Assists in the development of annual budget.
- Analyzes all accounts and discusses budget needs for the upcoming year with each department head.
- Compiles information and creates new budget.
- Handles calls from banks in reference to cashing errors and other issues.
- Resolves these issues and corrects procedures as necessary.
- Provides various reporting to other departments as needed.
- Analyzes and prepares both routine and non-routine journal entries and post all journals to the general ledger.
- Interfaces records, payroll, work order, accounts payables, materials, inventory and accounts receivables to general ledger.
- Wires investment transactions.
- Assists CFO in gathering information and reports for FEMA projects.
- Reviews and verifies daily cash reports and reconciles daily cash transaction summary. Serves as backup to General Accounting Clerk.

**Knowledge, Skills and Abilities:**

Must have a thorough knowledge of GAAP standards and knowledge of RUS is preferred. Must have the ability to apply these accounting principles and practices to all duties and responsibilities. Must have excellent verbal and written communication skills, analytical skills and strong organizational, planning and direction skills. Must have a thorough knowledge of accounts payables, accounts receivables, plant accounting and payroll, financial reporting, budget planning and forecasting. Capable of reading and understanding required industry codes. Must have knowledge of records management and inventory controls systems. Must have the ability to manage multiple tasks following different techniques and procedures. Must be detailed and accuracy oriented. Must be able to adapt to a work environment that requires the knowledge to learn and implement new technology. Must have the ability to develop and recommend computer applications of accounting business procedures. Computer skills must include proficiency in Microsoft Office Word and Excel.

**Physical Requirements:** See well enough to read fine print without errors or transposition. Hear well enough to talk on the telephone/hear speaker 20 feet away. Speak clearly enough to address group of five or less. Use of hands and fingers to write and use a keyboard. Ability to lift computer generated reports and other accounting records weighing up to 30 pounds.

**Credentials and Experience:** Bachelor's degree in accounting and experience in GAAP standards is required. Knowledge and experience of RUS accounting is preferred.

**Interpersonal Skills:** Must be a team player, with high integrity, good personal habits, and regular work attendance. Must be courteous and friendly, able to work well with diverse groups of people and gain and maintain respect of others, both inside and outside the Cooperative.

**Special Requirements:** Be willing to comply with Pioneer Electric Cooperative policies and work rules. Willing to work overtime, holidays, and weekends in emergency situations to achieve goals. Willing to travel intra/interstate to participate in special training programs/classes as requested, sometimes requiring overnight stays.

Pioneer Electric Cooperative, Inc. offers a competitive benefits package including medical, dental, and vision insurance, short-term and long-term disability insurance, life insurance, paid vacation, sick leave and nine paid holidays, defined benefit retirement plan and 401(k) plan.

Please apply online at [www.joblink.alabama.gov](http://www.joblink.alabama.gov). You may direct any questions to the Greenville Career Center, 117 West Commerce Street, Greenville, AL or call 334-382-3128.

*Pioneer Electric Cooperative, Inc. is an equal opportunity employer, including veterans and disabled.*