

**SHELBY ENERGY COOPERATIVE  
POSITION DESCRIPTION**

<b>JOB TITLE:</b>	Staff Accountant	<b>LOCATION:</b>	Finance & Coop Services
<b>FLSA STATUS:</b>	Non-Exempt	<b>EEO CODE:</b>	02
<b>REPORTS TO:</b>	Manager, Accounting and Payroll	<b>NRECA JOB CODE:</b>	12K

**GENERAL SUMMARY:**

Responsible for assisting the Accounting and Payroll Manager in the planning, directing, coordinating and reviewing of all accounting related procedures to insure proper utilization and internal control of Shelby Energy's assets and to ensure that all accounting records are maintained in accordance with sound accounting procedures.

**ESSENTIAL DUTIES AND TASKS:**

1. Assist in the preparation of accurate and timely financial reports that satisfy accounting guidelines and procedures.
2. Assist in the preparation of monthly and other periodic financial reports and records including Income Statements, Balance Sheets, RUS Form 7, and other statistical and comparative analysis.
3. Assist with Accounts Payable which includes evaluation of all invoices to ensure accuracy of coding, applicable taxes, and proper approval prior to payment.
4. Monitors miscellaneous billings (A/R other), reconciling accounts with general ledger and ensuring payments received for amounts billed.
5. Record and reconcile cash receipts including accounts receivable transactions.
6. Reconcile various subsidiary accounts as assigned.
7. Develop a working knowledge of RUS accounting procedures and processes.
8. Assist with work order construction transactions, retirements, continuing property records and inventory controls as directed.

9. Assist with maintaining the cash journal and coordinate with management concerning loan and power bill payments, temporary cash investments and extraordinary cash disbursements.
10. Assist with audits and other financial processes.
11. Assist in month-end/year-end closing, audits and filings as needed.
12. Assist with preparation of sales and use tax, county tax, franchise tax, highway tax and other tax filings as needed.
13. Prepare year end miscellaneous income forms (1099), distributes to vendors, prepares summary report and sends to IRS.
14. Assist in the Billing and Customer Service Department as requested.
15. Attend and participate in the annual meeting as directed.
16. Assist co-workers and management as needed.
17. Perform other duties as required or assigned.

#### **WORKING CONDITIONS:**

General office environment. Regular office hours, however, occasional overtime may be required. Some overnight travel is necessary for seminars, training, meetings, etc. Work can be very fast-paced and stressful.

Shelby Energy Cooperative, Inc. wishes to be in full compliance with the American's with Disabilities Act. In accordance with the act, we will make reasonable accommodations to any person who needs such accommodation whether a new hire or a current employee, assuming that the employee is fully qualified for the position.

In order to maintain a safe working environment, each Cooperative employee shall:

Adhere to the Shelby Energy's Safety Manual and abide by the rules adopted by the Cooperative and applicable governmental regulations;

Attend and participate in Cooperative Safety Meetings as assigned;

Comply with all NESC, OSHA, DOT, PSC and Federal Motor Carrier regulations;

And take responsibility for their own safe work practices and the safety of others.

**EFFORT:**

Must be able to see, hear, and speak. Reaching, stretching, bending and regular use of fingers for entering/keying data are a routine part of the job. Must be able to lift, move and carry up to thirty-five (35) pounds, which may be accommodated. Work requires sitting for long periods of time and working at a computer screen. Must be willing and able to work with detail. Daily contact with co-workers, members and vendors.

**MACHINES, TOOLS, EQUIPMENT:**

Computer, printer, calculator, postage machine, copy machine and fax machine.

**MINIMUM QUALIFICATIONS:**

Associate’s degree in accounting or business from an accredited college or university is required, Bachelor’s degree is preferred. Must be knowledgeable and proficient in accounting principles. Minimum of one year of experience in related field. A combination of education and experience may be substituted when competency is demonstrated.

Must be able to work within a team and independently under general supervision.

Reasonable accommodations may be made to those who are able to perform the essential duties of the job. Must be able to pass any required drug test and new hire physical examination. Must be able to maintain complete confidentiality of any information encountered.

**SPECIALIZED SKILLS AND KNOWLEDGE:**

- Excellent computer knowledge and skill regarding financial spreadsheets.
- Able to use business software
- Attention to detail and maintain confidential information.
- Good verbal and written communications skills.

**The Company reserves the right to revise and alter this job description as needed.**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Statement:

I have read this job description and a copy has been provided to me. My signature below certifies that I am able to perform the essential functions of this position.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Created: 08/10  
Revised: 04/11 09/11 11/12 09/13 03/14 05/17 12/17