

**Job Description  
Staff Accountant 2  
Jackson County REMC**

*"The achievements of an organization are the results of the combined effort of each individual."*

**Department:** Accounting

**Position Summary:**

This role focuses on:

- I. Accounting responsibilities for Cash Receipts: Cash drawer balancing and post to GL, Electronic payments balancing and post to GL, Insufficient Funds balancing, Reconciliation of the cash accounts to the bank
- II. Accounting responsibilities for Cash Disbursements: Accounts Payable entry and check writing, Escheat of unclaimed checks, Maintain file of W-9s from vendors, Issue 1099's after year-end
- III. Accounting for Energy Efficiency Program
- IV. Assists Staff Accountant 1 and Accounting Manager with Capital Credits accounting duties
- V. Collaboration with the Accounting Manager and Staff Accountant 1 on other Accounting duties

**Reports to:** Vice President of Accounting

**Supervises:** None

**Essential Duties:**

- I.
  1. Mastery of the Chart of General Ledger accounts in order to accurately post transactions and to understand the impact on the financial statements of all accounting work.
  2. Balances the cash drawers daily.
  3. Balances and posts cash receipts from electronic payments to the General Ledger.
  4. Balances non-sufficient funds transactions.
  5. Reconciles the General Ledger Cash accounts to the bank account monthly.
- II.
  6. Accounts Payable of invoices for purchases (from entering invoices through printing checks)
  7. Accounts Payable of customer refunds from Billing Department (printing checks)
  8. Escheats unclaimed checks as needed.
  9. Obtain and maintain file of W-9s from vendors
  10. Issue 1099's after year-end.
- III.
  11. Accounts for transactions of Energy Efficiency programs, in collaboration with Energy Advisor.
- IV.
  12. Works with Staff Accountant 1 and Vice President of Accounting on accounting for Capital Credits.
- V.
  13. Work with Staff Accountant 1 and Vice President of Accounting on other Accounting duties.
  14. Maintains records in an orderly manner in accordance with established policy.

**Other Duties:** Performs other duties from time to time according to the needs of the Accounting Department and the Cooperative as a whole.

**Working Conditions and Physical Demands:** Occasionally lifting and carrying files, office supplies, equipment, etc. Requires walking, sitting, bending, squatting, standing, reaching, handling, talking, hearing, visual acuity, and manual dexterity for key entry.

**Skills/Qualifications Required:**

1. Bachelor's degree in accounting or related area preferred, or equivalent experience
2. Knowledgeable of accounting standards; industry-specific RUS accounting system will be taught on the job
3. Attention to detail and a high level of accuracy is required.
4. Ability to make logical decisions under pressure and meet deadlines.
5. Working knowledge of NISC accounting systems will be taught on the job.
6. Written/oral communication skills for dealing with board of directors, management, cooperative employees, vendors, and auditors.
7. Math and analytical skills sufficient to perform billing and accounting calculations, including the application of fractions and ratios.
8. Proficient in computer use Microsoft Office software.

**Critical Traits:**

1. Works safely and looks out for co-workers and the general public.
2. Exhibits keen disposition for providing great customer service.
3. Represents Jackson County REMC well in appearance, conduct, knowledge, and professionalism.
4. Is familiar with and abides by Cooperative policies, guidelines, and code of ethics.
5. Is a team player contributing to support the mission of Jackson County REMC.
6. Is good steward of the Cooperative's resources.
7. Exhibits keen disposition for providing great customer service.
8. Punctual and attentive to established work periods and allowed rest-times.
9. Maintains and or acquires the skills necessary to perform job functions.
10. Seeks more efficient and effective ways to carry out his/her responsibilities.
11. Available when needed for both regular duties and during system emergencies.
12. Successfully performs duties in a quantity, quality, and timeliness to be effective.
13. Expects change both internal and external and adapts positively.
14. Accepts responsibility for own actions and for accomplishing, needed tasks.

**Stipulation:** Each position at Jackson County REMC will evolve according to the needs of the organization. While this job description is generally descriptive of the position, it is not all-inclusive.