



**White River Electric Association, Inc.  
ACCOUNTANT / ANALYST - MID LEVEL**

**JOB SUMMARY**

The Accountant / Analyst – Mid Level position participates in and supports the accounting, finance, and administrative functions of the cooperative and subsidiary company.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The responsibilities listed below are representative of the knowledge, skill, and/or ability required.

- a) Directly supports the Finance & Administration Manager in responsibility for the overall financial management of the association and subsidiary, including areas such as cash management (working capital), financial forecasting, financial statements and reporting, establishing and monitoring internal and external financial controls, financial and fiscal policy recommendations, and accounting policies and procedures.
- b) Ensures accuracy, completeness, compliance, and timely posting of all general ledger accounts through periodic review, reconciliation, analysis, and explanation of balance variances.
- c) Aids in financial analysis, managing, and processing activities of accounts payable, asset management, bank reconciliation, budgeting, fleet management, general ledger, material inventory, payroll, purchase orders, and work orders.
- d) Assists financial and administrative areas with month-end, quarter-end, and year-end close procedures ensuring that transactions are recorded accurately and in the appropriate period as well as appropriate regulatory reporting is accurate, compliant, and timely.

- e) Utilizes financial systems and extracts financial data to analyze the data to identify findings or issues and make recommendations for adjustment, correction, or improvement.
- f) Assists with audit requests, budgeting, financial forecasting, employee benefit administration, insurance (automobile, health, liability, property, etc.) processing, and liquidity management including debt management.
- g) Assists with the coordination of plant accounting staff to ensure accounting procedures, internal controls, and reporting requirements. Ensures plant accounting complies with GAAP, RUS accounting standards, and other regulatory standards. Oversee the use of overhead allocations and standard costs.
- h) Assists with banking relationships including deposits (investments) and loans. This includes maintaining authorization levels, ensuring products and services are efficiently and effectively utilized, and banking requirements are satisfied. Performs or reviews bank account reconciliations.
- i) Provide coverage in the accounting, administration, and Member Service areas as needed for out-of-offices and training.
- j) Other tasks and projects, as assigned, to meet business needs of the cooperative and subsidiary organization.

#### **OTHER SKILLS and ABILITIES**

- a) Requires strong analytical and critical thinking skills to identify and solve issues in the accounting, finance, and administrative areas.
- b) Must be able to analyze data and reports, conduct research, implement recommendations, and develop plans, procedures and goals.
- c) Must be able to work independently as well as in a team environment.
- d) Must be detail oriented with good organizational skills and possess the ability to meet deadlines.
- e) Must have and maintain proficient computer skills with Microsoft Office products such as Excel, Word, and Outlook. Must develop and maintain strong proficiency in accounting software systems used at the cooperative and subsidiary.

## **EDUCATION and/or EXPERIENCE and QUALIFICATIONS**

- a) EDUCATION: A bachelor's degree in business administration, accounting, finance, or related field is preferred. Work experience will be considered in lieu of a bachelor's degree.
- b) EXPERIENCE: Three years or more of accounting and analysis experience. Additional experience can be substituted for education as stated above.
- c) JOB KNOWLEDGE: Must have a good understanding of accounting principles and concepts, preferably in the utility area.

## **PHYSICAL REQUIREMENTS & WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the individual must have sufficient physical health to perform the duties and responsibilities of the position.

- a) This position involves mostly sitting but could involve long periods of standing or walking. The individual is required to sit; use hands to handle or feel objects, tools, or controls; and reach with hands and arms.
- b) The individual is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, crawl or climb stairs.
- c) Must be able to see, hear, speak, read, write and understand the English language well enough to communicate courteously, consistently and accurately with consumers, fellow employees and supervisor.
- d) Must be able to travel to attend meetings, seminars, etc., which are related to specific job functions.
- e) Must be able to speak clearly and fluently over the telephone and in person.
- f) Must work well individually and with others.
- g) Must have acute consciousness of safety and a positive attitude toward accident prevention.
- h) Must be able to handle constant high-pressure situations.
- i) Must be able to work beyond eight-hour days as required.

## **REPORTING RELATIONSHIPS**

This position does not have supervisory responsibilities and reports to the Finance & Administration Manager.

**GENERAL COMMENTS AND ACKNOWLEDGEMENTS:**

All employees shall understand and follow rules and policies as stated in the White River Electric Employee Handbook and Safety Manual. The skills and duties listed are not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. All employees will maintain a business-like appearance. Employees are held accountable for all duties of this job.