

ACCOUNTANT
HOUSTON COUNTY ELECTRIC COOPERATIVE, INC. - CROCKETT, TX
Position Responsibility Guide

1 POSITION FUNCTION SUMMARY:

Responsible for accurate and timely recognition of financial transactions, reconciliation of accounts and reporting and explaining financial results.

2 PRINCIPAL ACCOUNTABILITIES & RESPONSIBILITIES:

This general overview only includes essential functions of the job and does not imply that these are the only duties to be performed by the employee occupying this position. Within the limits of approved board policies, operating guides and procedures the Accountant assumes responsibility for the following activities:

- (a) Record financial transactions and operating statistics.
- (b) Reconcile accounts and subsidiary ledgers including
 - (1) Bank Accounts,
 - (2) Transportation,
 - (3) Fixed Assets, and
 - (4) Plant property records through Work Order accounting.
- (c) Prepare monthly and annual financial reports as well as adhoc reporting.
- (d) Prepare statistical and analytical reports to explain variances and operational performance.
- (e) Support process controls and identify opportunities to safeguard cooperative assets.
- (f) Follow month-end financial close procedures.
- (g) Support external audit processes and regulatory reporting requirements by maintaining adequate records and documentation.

3 EDUCATION AND EXPERIENCE

Bachelor's degree in accounting, business administration, economics, or related degree required. Work experience in lieu of education will be considered. Three years accounting experience preferred. Previous electric utility accounting helpful.

4 KNOWLEDGE, SKILLS AND ABILITIES

Strong GAAP accounting background preferred. Computer skills with Microsoft Office applications, specifically MS Excel, required. Knowledge of accounting applications to support work order and inventory management preferred. Familiarity with RUS Uniform System helpful. Must have strong communication skills and the ability to work with different departments. Must be able to adapt to a dynamic work environment, manage multiple tasks and prioritize responsibilities.

5 PERSONAL CHARACTERISTICS

Personal characteristics to include: organized, self- motivated, attention to detail, high integrity, regular work attendance and able to work well with diverse groups of people.

6 REPORTING RELATIONSHIPS:

The Accountant will report to the CEO/General Manager.

7 POSITION SPECIFICATIONS:

This position is exempt under the provisions of the Fair Labor Standards Act and is subject to the Cooperative's policies and procedures pertaining to overtime hours and premium pay.

8 WORKING CONDITIONS/PHYSICAL REQUIREMENTS

There will be extended periods of sitting at a desk, working on a computer and talking on the phone. This position will interact with the public and meet with members and vendors occasionally. Reporting deadlines and audits may require extended hours. Emergency operation events could involve long and unusual work hours in the office. Some travel may be required. Must live within 60 miles of HCEC headquarters.