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## Accountant

**Job Classification:** Non-Exempt, Full-Time

**Reports to:** Chief Financial Officer

**Reporting Location:** Lebo, KS

**Application Deadline:** Open until filled, preferred application deadline July 14, 2025.

### Primary Accountability:

Primary responsibility will be preparing and maintaining financial records, ensuring compliance with accounting standards, and reviewing and providing financial data for decision-making. This role involves tasks like preparing financial statements and other reports, accounts payable, reconciling accounts, auditing financial records for accuracy, tax returns, and assisting with budgeting and forecasting.

### Essential Duties:

- Process and code accounts payable and credit card transactions to make payments accurately and efficiently to vendors, ensuring the best utilization of cash assets based on cooperative policy and procedure.
- Reconcile subsidiary records or other individual ledger accounts assigned to ensure correct reporting of current operating results and financial condition.
- Prepare, record and post fixed and accrual journal entries to the general ledger. Review and post as needed automated general ledger journal entries. Ensure that all Journal Entries, corrections, and other adjustments are properly and adequately explained and documented.
- Responsible for monthly closing procedures for assets and special equipment, including depreciation calculations, fleet, miscellaneous receivables, and materials.
- Create, post and modify miscellaneous receivables invoices.
- Support Plant Accountant with work order reviews for closing, including processing adjustments reconciliations. Process and review monthly work order spreads and unitization.
- Reconcile bank accounts monthly and monitor daily cash flows to maintain proper balances in all cooperative bank accounts.
- Compile financial information for the monthly board meeting, annual meeting and as otherwise requested. Maintain travel expense records of the Board of Trustees and prepare report for the Board's review.

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- Support the analysis of budget to actual comparisons.
- Gather supporting documentation for the calculation of the power cost adjustment. Monthly calculate the power cost adjustment as a cross check for the Customer Service Supervisor.
- Create, maintain, invoice and balance installment loans for the Rural Economic Development Loan and Grant, Comfort Plus, and Aid to Construction loan programs.
- Maintain tracking and balancing for long-term debt principal and interest payments. Monthly record interest accruals.
- Maintain necessary work papers for auditors and financial and regulatory reporting to include annual reporting for lenders and Energy Information Administration.
- Reconcile monthly sales tax reporting.
- Maintain vendor files for preparation of the cooperatives 1099 forms.
- Maintain and reconcile petty cash records.
- Perform additional duties assigned by Management.

**Marginal Duties:**

- Communicate with linemen or other Cooperative personnel.
- Assist with the preparation of operating and capital budgets.
- Assist with the compilation of various scenarios for financial forecasts.
- Act as back-up for payroll processing. Able to prepare bi-weekly payroll from time sheets. Process computer generated payroll checks a minimum of twice per year.
- Resolve vendor issues when possible or route to appropriate personnel.

**Position Requirements:**

**EDUCATION:**

- Associate's degree in accounting or a related business field. Bachelor's degree in accounting or a related business field preferred. Knowledge of RUS accounting procedures and the Uniform System of Accounts is a plus.

**WORK EXPERIENCE:**

- Three or more years of accounting experience preferred.
- Knowledge of RUS accounting procedures and the Uniform System of Accounts is a plus.
- Previous electric utility experience helpful.

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**ABILITIES AND SKILLS:**

- High level of experience with Microsoft Office, especially Excel required.
- Must be a highly motivated person requiring little direct supervision.
- Must be an individual who likes working with others and is capable of motivating others within a team environment.
- Must be able to prioritize work in order to meet all the various deadlines throughout the month and year.
- Must be skilled in dealing and communicating with people both within and outside the organization.
- Attention to detail and a high level of accuracy are required. Excellent oral and written communication skills are required.
- Excellent listening skills needed.

**Work Environment:**

- Professional and deadline-oriented environment in an office setting.
- Interaction with staff, vendor and members.
- Ability to travel to attend meetings, trainings, workshops, and seminars, as directed.

**Benefits:**

- Full suite of insurance benefits offered.
- Defined Benefit Pension and 401(k) employer contribution.
- Paid time off to include vacation, personal time off, holidays, and sick leave.
- Regular office hours are a Monday through Thursday, 7 am – 5:30 pm.