

# CENTRAL NEW MEXICO ELECTRIC COOPERATIVE, INC.

## POSITION DESCRIPTION

<b>JOB TITLE:</b> Accounting Technician (Payroll)	<b>FLSA STATUS:</b> Non-Exempt
<b>REPORTS TO:</b> Accounting Supervisor	<b>SALARY GRADE:</b> 3
<b>DEPARTMENT:</b> Accounting and Finance	<b>LOCATION:</b> Mountainair
<b>APPROVED BY:</b> _____	
<i>Department Head</i>	<i>Date</i>
_____	
<i>CEO</i>	<i>Date</i>
_____	
<i>Human Resources</i>	<i>Date</i>

### **Job Summary**

To compile, record, file and maintain accounting data extracted from all areas of the Cooperative in the most efficient and effective methods resulting in accurate and informative financial information for end-users while securing confidential information as required by regulatory agencies.

### **Essential Duties and Responsibilities**

- To provide complete and accurate financial records and reports in accordance with established Cooperative Accounting Policies and Procedures, RUS Uniform System of Accounts and accurately use accounting codes that will contribute to efficient management of the Cooperative.
- To adhere to established policies to assure a detailed audit trail while maintaining Cooperative information in a secure and confidential environment.
- To schedule and control the flow of accounting data in order to provide accurate computer processing where applicable.
- To maintain accurate and complete files on source documentation and reports in a manner resulting in prompt and reliable financial and accounting data for internal and auditing purposes.
- To utilize resources available when performing daily, monthly, annually, and/or ad-hoc tasks and requests (computer inquiries, spreadsheets, and other already completed records) that would result in prompt yet accurate results.
- To provide assistance to other departments in order for them to obtain the objectives of the Cooperative.
- Ability to follow work-order accounting processes and assist in calculating wage/benefit required functions for overall application and information such as standards costs, overheads and work-order costs associated with work orders (predominately wages, benefits and labor related overheads).
- Review the balancing the Special Equipment, Work Orders and Continuing Property Records from the Staking Technician.
- To receive miscellaneous receivable payments and code accurately for cashier processing.
- Continually strive to increase knowledge in overall operations, issues, policies, and procedures of the Cooperative with generalized knowledge of available programs and objectives.
- The Accounting Technician's positions are assigned to specific responsible areas and may be reassigned at management's discretion
- Performs other miscellaneous job duties as assigned.

## **1. Payroll & Benefits**

- All personnel will be set up in the system enabling their correct entry to the appropriate account codes along with vehicle usage.
- Verifies and reconciles complete time entry, validates leave usage for employees and obtains approval and direction on any discrepancies.
- Has daily access to confidential wage and salary information utilized in the Cooperative's formulation of labor relations and personnel policies and should not under any circumstances be shared or discussed with co-workers or the public other than those authorized to receive and inquire of such.
- Combinations or locked areas that store confidential payroll data are not to be shared with anyone under any circumstances other than those authorized.
- Responsible for controlling and processing deductions, payroll adjustments, Cooperative benefits with appropriate authorizations and reconciling monthly.
- Works with HR on benefit administration, benefits coordination and application of consistent policies and procedures. Responsible for the exchange of information in a timely manner, most often on a daily basis.
- Must complete and document insurance changes with vendors.
- Manually record in iVUE bereavement leave hours and promptly relays any issues or concerns on policy interpretation to HR.
- Works with HR to ensure a smooth transition for employees who have retired, resigned or otherwise terminated employment.
- Initiates qualifying event for COBRA using software application.
- Provides iVUE reports to HR when requested.
- Monitors the correct use of payroll codes, such as the FMLA time tracking code.
- Reconciles tax and deduction distribution for each pay period.
- Processes and maintains payroll reports and files in a manner that contributes in performing daily tasks, reporting to tax authorities and management.
- Responsible for bank draft operations, uploads and wires.
- Responsible for files, correspondence and payments calculated on personnel related taxes, insurances, obligations and regulatory requirements on a timely basis.
- Processes Board of Trustees' insurance payments and invoices.
- Monitors and updates employee anniversary dates, PLT changes and Union overtime report.
- Reports deviations found on a daily basis via email with documentation to the Accounting Supervisor with an emphasis on work order/maintenance reporting.
- Strive to develop new and more efficient methods of performing tasks and improving quality of position.

## **2. Specified Accounts Payable**

- Needs to have an understanding of general accrual accounting procedures, RUS system of accounts and correct coding for general ledger.
- Needs to have general knowledge of how accounts payable affects the other areas of accounting such as materials, fleet and work orders.
- Prepares accounts payable data entry for processing by verifying invoices, account codes, obtaining proper authorization and completing in a timely manner.
- Maintains vendor files with required information and regulatory forms.

### **Minimum Qualifications**

Bachelor Degree in Business Administration plus 3 years work experience or 6 years work experience while being advanced in all the following subjects such as accounting, math skills, computer software applications, typing and business English.

### **Knowledge, Skills and Abilities**

- Position requires the ability to deal courteously with co-workers, members, potential members, vendors and auditors.
- Maintain professional practices and confidentiality at all times regarding company information to include hard copy files, any electronic files, e-mails and any other piece of data that is obtained/stored in office or computer.
- Must be able to work under pressure and meet deadlines.
- Must be proficient with calculator and computer operation, (Excel, Word & current software in use) as well as other office equipment.
- Knowledge of the RUS System of Accounts, RUS accounting policies and procedures, Work Order Cost Accounting and related Calculations, Generally Accepted Accounting Principles along with any applicable Governing Agency Regulation must be understood and appropriately applied.
- Must have the ability to analyze, interpret and communicate accounting data.

### **Working Conditions and Physical Effort**

An individual in this position usually has sufficient time to complete most tasks, although swings will exist in tight deadlines at month-end, year-end, or ad-hoc projects requested by management.

- **Physical Effort and Dexterity:** Frequent physical activity to include sitting, standing, walking, stooping, bending, reaching, crawling, lifting and carrying office supplies and equipment under 50 pounds.
- **Machines, Tools and Equipment:** Capable of operating a personal computer, calculator, variety of printers, shredder, copy machine, postage machine, fax and telephone.
- **Visual Acuity, Hearing and Speaking:** Must have adequate written and oral communication skills, expressing one's self politely, clearly, accurately and to the point.
- **Environment/Working Conditions:** Majority of work will be performed indoors. Normal office safety precautions and practices are required. Position may require travel from time to time. The regular work schedule is Monday through Friday.

*Note: The preceding statements describe the general nature and level of work performed by the individual assigned to this position. This is not an exhaustive list of all duties, responsibilities and skills required of this position. Nothing in this job description restricts management's right to assign or reassign duties, tasks and responsibilities to this job at any time.*