

# CENTRAL NEW MEXICO ELECTRIC COOPERATIVE, INC.

## POSITION DESCRIPTION

<b>JOB TITLE:</b> Accountant	<b>FLSA STATUS:</b> Exempt						
<b>REPORTS TO:</b> CFO	<b>SALARY GRADE:</b> 5						
<b>DEPARTMENT:</b> Accounting/Finance	<b>LOCATION:</b> Mountainair						
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border-bottom: 1px solid black; vertical-align: bottom;"> <b>APPROVED BY:</b> <i>Alexandra Sandora</i>  <small>Department Head</small> </td> <td style="width: 40%; border-bottom: 1px solid black; vertical-align: bottom; text-align: right;"> <i>2/20/23</i>  <small>Date</small> </td> </tr> <tr> <td style="border-bottom: 1px solid black; vertical-align: bottom; padding-top: 10px;">   <small>CEO</small> </td> <td style="border-bottom: 1px solid black; vertical-align: bottom; text-align: right; padding-top: 10px;"> <i>2/20/23</i>  <small>Date</small> </td> </tr> <tr> <td style="border-bottom: 1px solid black; vertical-align: bottom; padding-top: 10px;">   <small>Human Resources</small> </td> <td style="border-bottom: 1px solid black; vertical-align: bottom; text-align: right; padding-top: 10px;"> <i>2/21/23</i>  <small>Date</small> </td> </tr> </table>		<b>APPROVED BY:</b> <i>Alexandra Sandora</i> <small>Department Head</small>	<i>2/20/23</i> <small>Date</small>	 <small>CEO</small>	<i>2/20/23</i> <small>Date</small>	 <small>Human Resources</small>	<i>2/21/23</i> <small>Date</small>
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### Job Summary

Under the direction of the CFO and with the assistance of the accounting technicians the Accountant is responsible for compiling, processing, verifying, and maintaining accounting data by abiding by GAAP and RUS accounting policies and procedures resulting in reliable and timely financial reporting used by management and external parties.

### Essential Duties and Responsibilities

- Performs or coordinates month-end and year-end closings for: Asset Management, Depreciation, Materials, Miscellaneous Receivables, Payroll, Transportation, Special Equipment and Continuing Property Records. Fixed Entries and Journal Entries will also be processed at each closing.
- Accumulates, monitors, and researches budgets prepared in RUS Form 7 formats.
- Assist in direct preparation of monthly, quarterly, and annual financial statements as requested.
- Responsible for overseeing timely and routine reconciliation's done on all balance sheet accounts and accurate classification of all accounts on general ledger summaries.
- Verifies that billing deposits and interest are calculated correctly and refunded on a timely basis and capital credits are maintained by Billing and balanced by the Accounting Department.
- Performs periodic internal audits on cash drawers and petty cash balances.
- To review accounting data submitted to and received from other departments, to ensure complete, comprehensive, and accurate reports so that the Cooperative has current accounting information which will enable it to serve its members in the most efficient and effective manner.
- Responsible for preparing various tax forms annually and quarterly.
- Will plan, schedule, and assist independent auditors on preliminary and financial audits for inventory and general ledger.
- Ensures accuracy of the subsidiary accounts and calculates various refunds, billings, etc. through miscellaneous receivables and other areas.
- Routinely verifies past due amounts in accounts receivable-other and is familiar with collection processes used at the Cooperative.
- To consult with all segments of management responsible for policy or action concerning any accounting phase of the Cooperative so that the objectives of the Cooperative may be obtained in the most effective manner.
- Actively participates in Accounting Department and Cooperative employee meetings.
- Maintains a complete set of files on source documentation, an accurate set of journals, ledgers

and computer-based information.

- Schedules and controls the flow of financial data in order to provide accurate processing and reporting where applicable.
- Keeps informed regarding trends and new developments in office and accounting procedures, management, and equipment.
- Promotes electric use by taking every opportunity to acquaint the consumers with the productive uses of electricity; obtaining increased member and public understanding of the Cooperative's objectives, plans and programs and of rural electrification in general.
- Occasionally fills in for CFO in supervisory duties within the Accounting Department.
- Performs other miscellaneous job duties as assigned.

### **Minimum Qualifications**

Bachelor's degree with an emphasis in accounting plus 3 years related experience or a combination of education and experience providing equivalent knowledge. Additional courses in typing, office equipment use, and advanced accounting is preferred. Requires demonstrated abilities and skills operating a personal computer using Microsoft Windows and Microsoft Office Suite applications to include Outlook, Excel, and Word.

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

- Must have a good knowledge of generally accepted accounting principles, computer processing, skills for a ten-key touch, and proficient knowledge of other office equipment and procedures.
- Must have a good knowledge of RUS Uniform System of Accounts and accounting procedures.
- Must be analytical and able to study and interpret trends in the operations of the Cooperative and recommend improvements, which can be made.
- Should continually be looking for ways to improve office operations and accounting procedures to determine where improvements can be made that result in positive improved efficiencies.
- Should possess the ability to quickly learn information accounting systems.
- Must be able to effectively communicate to employees, management, and external parties when necessary and authorized.
- Must be able to work under pressure to meet schedules.
- This position is expected to be "paperless" to the greatest extent possible and must be able to add documents into the online repository as soon as tasks are completed.

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

Usual office working conditions with regular working hours and occasional overtime. Management on a regular systematic basis with major deadlines occurring at month-end, year-end, and occasional ad-hoc requests makes volume of work. Occasional travel for training opportunities may be required.

- **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 printer, shredder, copy machine, postage machine, fax, telephone, and any other required office equipment.
- **Visual Acuity, Hearing and Speaking:** Must have excellent written and oral communication skills, expressing oneself 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.*