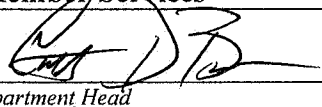
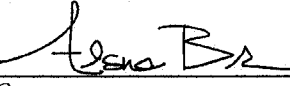
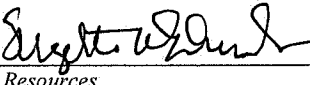


# CENTRAL NEW MEXICO ELECTRIC COOPERATIVE, INC.

## POSITION DESCRIPTION

<b>JOB TITLE: Accounting Technician (Capital Credits) FLSA STATUS: Non-Exempt</b>	
<b>REPORTS TO: Manager of Member Services &amp; Comm. SALARY GRADE: 3</b>	
<b>DEPARTMENT: Member Services</b>	<b>LOCATION: Moriarty</b>
<b>APPROVED BY:</b>  _____ <i>Department Head</i>	_____ <i>Date</i> 12-11-24
 _____ <i>CEO</i>	_____ <i>Date</i> 12/11/2024
 _____ <i>Human Resources</i>	_____ <i>Date</i> 12/11/2024

**Job Summary**

Under the direction of the Department Head, this position is responsible for understanding all phases of the Cooperative's capital credit system while following the Cooperative's By-laws, policies and Public Regulation Rules (PRC). This position is responsible for maintaining, with accuracy and balancing, the capital credit system including but not limited to allocations, general retirements, check rewrites, unclaimed research, customer number changes, responding to member inquiries, explaining/obtaining proper documentation to/from members and other special projects that arise. This position will be the lead area of responsibility for Capital Credit processing and accuracy of data therein. This position will also be required to perform training activities applicable to the functions below where applicable to other departments.

**Essential Duties and Responsibilities**

- Strong communications between the employee and the direct report will be required at all times.
- Strong communications between the employee and the billing accounting tech will be required at all times.
- The employee must understand and apply overall capital credit processes and procedures.
- The employee will need to understand relevant PRC and any other local, state or federal agency rules and regulations.
- The position will be required to understand relevant by-laws and policies pertaining to employee and member conduct and capital credit transactions.
- The position will be required to explain complex issues to members face-to-face, by telephone and via email.
- The position will be required to understand general accounting and work closely with accounts payable for capital credit check processing.
- This position must be familiar with reports and other data to ensure the accuracy of the capital credit system and processes.
- The position will be responsible for the accuracy of the capital credit control records.
- This position will be required to operate excel at an intermediate level. Excel will be heavily used with capital credit projects and other spreadsheet applications where needed.
- This position will be performing customer number changes (transfer, combine, split) and will require strong internal controls for verifying accuracy of transactions.

- This position will be responsible for transferring, splitting, and/or combining prior years' capital credit allocations as needed, based on customer number changes.
- Employee will have an in-depth understanding of capital credits and ensure that they are properly accounted for and will be performing annual allocation of positive margins through the capital credit system.
- Routine audits of the capital credit system will be required for re-calculations to ensure accuracy in membership, addresses and system calculation of allocations and retirements.
- This position will be responsible for processing the general retirement of capital credits.
- This position will be responsible for processing retirement check rewrites.
- This position will be responsible for staying up to date on all software releases and how those releases affect CIS and capital credits.
- This position will be responsible for processing all mail related to capital credits, both outbound and inbound.
- This position will be asked occasionally to train others within the scope of its position. Departments commonly applicable are Member Service Representatives, Dispatch and Member Service Technicians, thus quality verbal and written communication skills and the ability to give instructions will be required.
- This position will assist members with questions and issues for those questions above the required level of the Member Service Representatives or Dispatch.
- This position will be the CIS subject matter expert for the Cooperative.
- This position will function as back-up for the Billing Accounting Tech.
- Performs other miscellaneous job duties as assigned.

#### **Minimum Qualifications**

Bachelor's degree in Business Administration and at least five years' experience in utility billing practices or a combination of education and experience providing equivalent knowledge.

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

- Must have the ability to communicate with Managers and other employees.
- Must be able to operate a variety of projects simultaneously and meet established deadlines.
- Must have strong organizational and time management skills.
- Must have an in-depth understanding and application of capital credit processes and procedures.
- This position requires demonstrated abilities and skills operating a personal computer using Microsoft Windows and Microsoft Office Suite applications to include Outlook, Excel and Word.
- Must be proficient in typing and 10-key touch for adding machine and numeric keyboard.
- Must become familiar with CNMEC policies and procedures, the cooperative's service territory and PRC regulations.

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

A person in this position usually has sufficient time to complete most tasks, although interactions may create a stressful environment at times.

- **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 and general office equipment.
- **Visual Acuity, Hearing and Speaking:** Comfortable speaking with individual employees and consumers in person and with telephone and radio. Must be able to communicate clearly and accurately for work and safety compliance.

- **Environment/Working Conditions:** Work is indoors. Normal office safety precautions and practices are required. Position may require travel within the Cooperative's service territory. Regular work schedule is based on office hours.

*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.*