

TRI-COUNTY ELECTRIC MEMBERSHIP CORPORATION

POSITION SPECIFICATIONS/DESCRIPTION

POSITION: Accountant
REPORTS TO: Controller
DEPARTMENT: Office Services
DIRECTS: None
EFFECTIVE: January 2025
EXEMPT STATUS: Exempt

PURPOSE OF POSITION: To perform the duties of accounting for Tri-CoGo, broadband subsidiary of Tri-County EMC. To record transactions, journal entries, create worksheets, and reports for the purpose of maintaining accurate financial records within the prescribed system of accounts. To assist the controller in financial planning, budgeting, and cash management.

MINIMUM JOB SPECIFICATIONS:

Required: Bachelor's degree in accounting, business administration or equivalent
Three years' experience in accounting or finance
A thorough knowledge of accounting principles and theory
Excellent organization and planning skills with minimum supervision
Excellent interpersonal skills
Ability to adjust to varied duties
Ability to maintain confidential information
Effective oral and written communication skills
Demonstrated ability to successfully balance and complete numerous tasks and job functions simultaneously
Passing Tri-County EMC's physical exam

Preferred: Previous experience with utility accounting system (SEDC) or other internet service providers

PHYSICAL DEMANDS: *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary work.

Examples: Work performed primarily while sitting at workstation; frequently operating computer keyboard and other office equipment.

WORKING CONDITIONS:

General office environment.

WORKING RELATIONSHIPS:

Internal: Two way communication with immediate supervisor to receive direction; to provide work related information; with supervisor to receive training and guidance; with other departments to secure support information and forward necessary correspondence and records.

External: Provides external auditors with assistance, advisement, and accounting information, as required. Demonstrates an awareness that the job exists to effectively serve each and every customer, and at every opportunity to achieve increased customer and public understanding for support of the Corporation.

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KEY RESPONSIBILITIES/PERFORMANCE STANDARDS DESCRIPTION

ACCOUNTANT OFFICE SERVICES DEPARTMENT

NOTE: The following are major responsibilities of this position. They are not intended to cover each aspect of the position as the scope and duties of a given position may change or be temporarily altered based on the business needs of Tri-County EMC or Tri-CoGo. The basic requirement of every position is to perform all tasks as assigned by the supervisor.

- I. Record transactions and input data related to the Cash Receipts Cycle:
 - A. Record collections in general ledger (SEDC)
 - B. Balance collections between general ledger (SEDC) and billing provider (Camvio)
 - C. Deposit cash
 - D. Prepare billing invoices
 - E. Review and reconcile deposits and cash receipts

- II. Record transactions and input data related to the Cash Disbursements Cycle:
 - A. Receive, verify, foot, and upload vendor invoices
 - B. Prepare check requests for approvals
 - C. Schedule and execute payments for timely disbursement of funds
 - D. Maintain cash balances at an appropriate level

- III. Reconcile and input data related to Inventory/Purchase cycle:
 - A. Quote vendors and create purchase orders for materials
 - B. Receive purchase orders through three-way matching
 - C. Review and reconcile contractor inventories
 - D. Maintain appropriate levels of materials

- IV. Assist controller with the following:
 - A. Preparation of spreadsheets needed for annual audit
 - B. Compliance with RUS loan requirements
 - C. Development of the yearly capital budget, operating budget and cash budget
 - D. Financial forecast and, when applicable, loan applications
 - E. Cash management

- V. Maintain a complete financial accounting record system:
 - A. Assist in month-end closing process, including general ledger reconciliation, fixed journals, and various account analyses and reports
 - B. Maintain and analyze records of all balance sheet accounts
 - C. Compare actual operations with current year budget and analyze variances
 - D. Compare actual operations to previous year's operations

- VI. Prepare or assist in the preparation of the following reports and filings:
 - A. State and federal monthly, quarterly, and annual voice tax reports and forms
 - B. Monthly Georgia sales and use tax report

- C. Annual property tax report
- VII. Perform other duties:
- A. Work as back-up for accounting personnel when absent
 - B. Perform all other tasks as assigned by the supervisor
 - C. Be prepared to work closely with all members of the Tri-CoGo team by sitting in on strategic meetings