

Concho Valley Electric Cooperative, Inc.
Position Description

Position Title: Accountant
Department: Accounting
Reports To: Manager of Finance & Accounting
Oversees: No One
FLSA Status: Non-Exempt
NRECA Job Code: 33-2411
Revised: 03/2025

GENERAL DESCRIPTION: Supervision is mainly visual; may be called back for emergencies to work; may have to work overtime; performs some repetitious work; produces statistical reports.

PURPOSE: The purpose of an accountant is to manage financial records, ensure accuracy in financial reporting, and support informed decision-making through the analysis of financial data.

ENVIRONMENT: Work is predominantly inside in comfortable surroundings; not exposed to hazardous elements.

INTERNAL CONTACTS: Manager of Finance and Accounting, Accountants, Director of Finance and Office Services, Executive Vice President/CEO, Manager of Administration and Human Resources, Manager of Member Services, Member Accounts Supervisor, and other employees on occasion.

EXTERNAL CONTACTS: Member-Consumers, Auditors, Consultants.

DUTIES AND TASK OF THE JOB:

- Assists in preparation of Annual Meeting.
- Assist Member Service Representatives when needed.
- Operates equipment following operating procedures.
- Enters journal entries accurately.
- Ensures accurate and timely payment of vendor invoices by processing, verifying, and reconciling accounts payable transactions.

- Reconciles daily cash transactions.
- Reconciles general ledger accounts monthly.
- Produces and maintains subsidiary spreadsheets and details for all accruals, deferrals, prepaids, and deductions.
- Inputs fuel records and odometer readings for all vehicles and equipment.
- Enters, reviews, and reconciles all accounts receivable activity within the Miscellaneous A/R module to ensure timely and accurate payment.
- Assists in payroll processing.
- Delivers bank deposits daily.
- Reconciles all bank accounts.
- Performs month-end closing procedures for Asset Management, Accounts Payable, Miscellaneous Receivables, Payroll, Material Inventory, Fleet Management, and Work Orders, ensuring accuracy and adherence to established deadlines.
- Prepares, files, and processes payments for payroll tax, sales tax, unclaimed property, heavy vehicle use tax, PUC gross receipt assessment, franchise fee, and state unemployment tax, maintaining detailed records for audit purposes.
- Prepares and files IRS forms 1094, 1095, 1099, and 1096.
- Prepares and reconciles HSA contributions.
- Gathers all information for the annual audit.
- Assist the Manager of Accounting & Finance and the CEO when needed.
- Prepares the Annual Meeting Expense Report.
- Prepares credit applications when needed.
- Develops and distributes reports on budgeted expenses as needed.
- Follows safety rules and guidelines
- Must be regular in attendance.

- Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

PHYSICAL DEMANDS: Movement is required, such as standing, walking, stooping, bending, reaching, kneeling, crouching, and sitting; eye-hand coordination required; must move up to 50 pounds.

EDUCATION AND EXPERIENCE REQUIREMENTS: A Bachelor's Degree in Accounting is required. Some accounting experience is preferred, but not required.