



Job Posting

JOB TITLE: Accounting Analyst **DEPARTMENT:** Finance/Accounting

REPORTS TO: VP of Finance & Accounting **FLSA STATUS:** Non-Exempt

Jackson Purchase Energy Cooperative (JPEC) is seeking an Accounting Analyst to join our team. Ideal candidates must have strong interpersonal communication skills, ability to provide reports concerning the financial operations of the cooperative, and analyze financial transactions, general ledger account activity, and financial statements.

An Accounting Analyst will work under close supervision while performing the following duties and responsibilities:

Conducts bank reconciliation monthly to ensure accuracy and safeguard assets. Prepares, reviews, and may post journal entries directly to the general ledger. Bills customers and employees for miscellaneous items when necessary. Updates management/directors regarding accounts receivables and sends statements of balance due as needed. Processes accounts payable invoices and pays vendors in a timely manner. Ensures compliance with sales and use tax and proper internal authorization. Processes payment to new vendors. Reviews and obtains appropriate paperwork for expense reporting. Prepares various monthly, quarterly and annual tax returns for review by management. Assist with JPEC's portion of external accounting audits. Prepares monthly fleet usage report. Works on special projects as directed. Works with various positions to complete projects in a safe and efficient manner. This may require time in the field or being out of the office.

Normal office working conditions and some field assignments can be expected. The noise level in the work environment is usually moderate. Approximately 70-80% of working time will be spent inside an office, building or shelter. Will occasionally be in the vicinity of vehicles or other equipment in motion. Must be able to work non-standard hours and/or extended hours beyond normal shift and during emergencies (e.g., evenings, weekends, holidays, etc.) and be on call for work in all weather conditions. The job requires working at a desk, walking and standing, and lifting objects up to 25 pounds. Occasionally lifts and/or moves objects over 25 pounds. Required to talk and hear as well as grip, grasp, feel, or twist using hands, fingers, or wrist regularly. Occasionally required to reach with hands and arms, climb or balance, and stoop, kneel, or crouch. Specific vision abilities include close vision, depth perception, and ability to adjust focus. Will operate a computer keyboard and mouse daily. Must have a valid driver's license, maintain good attendance/punctuality record, travel, and participate in designated training programs when necessary.

Education/Experience Requirements:

- A bachelor's degree in Finance/Accounting or applicable field required.
- CPA license preferred.
- At least two years prior experience in general accounting on a corporate level preferred.
- Must have experience in defining problems, collecting data, establishing facts, and drawing valid conclusions (problem solving).
- A working knowledge of electric utility accounting practices and RUS accounting is also preferred.

JPEC offers competitive salaries and excellent benefits. Qualified candidates should submit their cover letter, resume, and three professional references.

Apply at <https://www.indeed.com/job/accounting-analyst-electric-utility-a873a301c5fc8edd>

JPEC is an equal opportunity employer