



## Job Posting

**JOB TITLE:** Manager of Accounting      **DEPARTMENT:** Finance/Accounting  
**REPORTS TO:** VP of Finance and Accounting      **FLSA STATUS:** Exempt

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**Jackson Purchase Energy Cooperative (JPEC)** is seeking a Manager of Accounting to join our team. Ideal candidates must have strong interpersonal communication skills and ability to effectively prioritize and execute tasks in a high-pressure environment.

This position is responsible for managing short-term financing for the cooperative. Plans monthly closing of the general ledger and other projects as necessary. Checks and verifies correctness and integrity of entries. Scans ledger to look for discrepancies. Completes general ledger reconciliations to safeguard assets, reduces exposure to loss, and maintains the integrity of internal records. Responsible to notify the VP of Finance and Accounting of functions that are not being accomplished as intended. Prepares monthly sales tax report and reviews invoices and other reports as to ensure compliance with sales and use tax and proper authorization. Prepares budget reporting information and provides accounting analysis. 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. Performs other reasonably-related job duties as assigned by management.

Must be able to work non-standard hours and/or extended hours beyond normal shift and during emergencies (e.g., evenings, weekends, holidays, etc.) in all weather conditions.

Must have experience working in a team-oriented environment. Work is typically performed in an office environment. Requires working at a desk, walking, standing and lifting objects less than 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, balance, stoop, kneel, or crouch. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus. Required to operate a computer keyboard and mouse daily. Required to live within a 30-mile radius of JPEC headquarters.

### **Education/Experience Requirements:**

1. A Bachelor's degree in Finance or Accounting is required and a Master's in Business, Finance or Accounting is preferred.
2. At least five years prior experience in general accounting on a corporate level and managing accounting tasks (progressive experience in accounting) preferred.
3. Must have experience in defining problems, collecting data, establishing facts, and drawing valid conclusions (problem solving).
4. 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.

EOE

Please apply at [www.indeed.com](http://www.indeed.com)