

POSITION DESCRIPTION

A. Position: ACCOUNTING CLERK

B. Position Function:

1. Under the supervision of the Central Valley Electric Cooperative, Inc. (“CVEC”) Manager of Finance, processes accounts payable transactions and maintains general ledger subsidiary account records.
2. Performs other duties relating to the accounting systems as directed by the Manager of Finance.

C. Reporting Relationships:

1. Reports to: Manager of Finance

D. Duties and responsibilities:

1. Maintains the accounts payable records, including all required subsidiary accounts and schedules in accordance with Rural Utilities Service uniform system of accounts.
2. Establishes and maintains vendor records.
3. Verifies accuracy of invoices.
4. Reviews transactions to determine propriety of approval and receipt of goods or services.
5. Processes check requests, expense reports and invoices for payment.
6. Processes customer refunds as requested by the customer service department or Customer Service Representative.
7. Prepares accounts payable checks and distributes or mails checks.
8. Files accounts payable vouchers.
9. Posts accounts payable transactions.
10. Performs accounts payable month end processing and prepares month end reports.
11. Maintain records for perpetual inventory of all materials.
12. Reconciles subsidiary account ledgers and records.
13. Reconciles vendor statements.
14. Assists in billing employees and others for personal and material purchases.
15. Enters items to depreciation ledger and balance depreciation ledger to General Ledger.
16. Assists with preparation of annual IRS Form 1099 statements.
17. Assists in preparation of audit work papers for annual audit.
18. Represents CVEC at accounting seminars when requested.
19. Cross train with other Accountant’s and serve as back up when needed.

20. The list of duties and responsibilities is not intended to be all inclusive and may be expanded to include other duties or responsibilities that management deems necessary.
21. Review and comply with established policies and procedures of the cooperative.

E. Internal Relationships:

1. With the Chief Financial Officer and Manager of Finance – to accept supervision and direction from, consult, and assist.
2. Interact with various departments to ensure timely processing of invoices and other duties.

F. External Relationships:

1. Auditors-Help assist in the annual audit preparation.
2. Vendors-Communicate with various vendors regarding due dates, W-9 and other documentation.
3. Mailings-Take mail to the post office and deliver mailings when asked.

G. Position Requirements:

1. Skills and knowledge normally acquired through a high school diploma plus post-secondary courses in accounting, with an associate's degree preferred. In lieu of degree years of experience relevant to accounting or cash handling will be considered.
2. Must have knowledge of basic accounting procedures.
3. Must have knowledge of policies and procedures relating to duties of the position.
4. Must have excellent attention to detail.
5. Must be honest and trustworthy.
6. Must be able to use office equipment such as a computer, keyboard, copier, printer, fax machine, 10-key calculator, etc.
7. Must possess a high level of mathematical skills.
8. Must be well organized.
9. Must be able to prioritize and manage multiple tasks with exceptional accuracy and completion.
10. Must possess a valid New Mexico Driver's license or the ability to obtain license prior to employment. Must be eligible to be and remain insured as a driver by the Cooperative's group liability policy for the automotive fleet.

H. Physical Demands:

CVEC has deemed the Accounting Clerk to be a safety-sensitive position.

1. Works in a climate-controlled office environment.

2. Job requires sitting most of the time, with standing, walking, bending and reaching required as needed.
3. Lifting up to 30 pounds as required for computer generated reports and other accounting records weighing up to 30 pounds.
4. Requires good finger dexterity, repetitive motions with hands and fingers
5. Requires the ability to perform close work.
6. Requires good vision and hearing.
7. Must be able to present information to others accurately.
8. Must be able to work under stress and meet deadlines.
9. Must be willing to submit to random alcohol and drug testing per company policy.

Accounting Clerk

Date

Manager of Finance

Date