



Lincoln Electric Cooperative, Inc.

Position Title: Accountant	Direct Supervisor: Manager of Finance & Accounting
Date Adopted: June 2022	Date Revised:
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SUMMARY: Responsible for accounts payable and other accounts receivable. Responsible for bank reconciliation. Responsible for accounting side of work order process including vehicle and material processes. Assists propane subsidiary with accounting function.

DUTIES AND RESPONSIBILITIES:

1. Process all accounts payable and purchase order transactions to vendors. Document and secure approval for all invoices, determine proper accounting, pay and file completed invoices.
2. Reconcile, post and close work orders, including material, labor, vehicle, and direct charges.
3. Reconcile and process reports associated with asset, fleet and material modules.
4. Generate annual form 1099s. Track information to populate forms.
5. Generate and process all month end reports.
6. Balance accounts to the general ledger.
7. Process all Revolving Loan and Energy Efficiency loan documents.
8. Process miscellaneous receivable invoices.
9. Maintain spreadsheets for tax purposes.
10. Balance cash to the General Ledger.
11. Reconcile the Cooperative's bank accounts monthly. Balance credit card transactions to the bank statement and GL. Responsible for deposit management.
12. Other accounts receivable including Point of Sale. Process all other accounts transactions including customers and retirees.
13. Responsible for changes in the customer address database, manage electronic customer inquiries.
14. Be familiar with Cooperative by-laws, policies, procedures, rules and regulations.
15. Be familiar with associated organizations such as CFC, MECA, NRECA, BPA, NWPPA, NISC, etc.
16. Perform similar duties for propane subsidiary.
17. Perform other duties as may be assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES: This position has no supervisory responsibilities.



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SUPERVISION RECEIVED: Some assignments are covered by well-established methods, procedures and precedents, but the employee is responsible for choosing the appropriate procedure or precedent from a number of alternatives, for planning and executing the work sequences, and for solving most problems of a recurring nature. At times, the employee makes recommendations to processes necessary to achieve objectives; activities and methods are generally defined and a variety of complex procedures and methods limit latitude; existing methods, practices and procedures are covered by either established precedents or well defined policy and regulations; objectives are clearly defined and work is reviewed for attainment of planned results.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **EDUCATION and/or EXPERIENCE:** EDUCATION and/or EXPERIENCE: Associates degree in Accounting or other related field required. High School diploma or equivalency required. 4 years experience with computerized accounting required. Will consider an equivalent combination of relevant education and experience. Must be willing to continue professional training after employment which may require travel.
2. **TECHNICAL SKILLS:** Ability to use personal computers and associated peripheral devices, including printers and network related processes. Ability to use related software packages including word processing, spreadsheets and communication packages. Familiarity with Microsoft Office applications is preferred. Filing and office organization will be required.
3. **LANGUAGE SKILLS:** Ability to read and interpret technical information and documents. Ability to write concise reports and unambiguous correspondence. Ability to speak effectively before groups of customers, employees and business contacts. Must be comfortable working with agitated or distressed customers both in person and on the telephone.
4. **MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to understand and calculate manually all formulas used by the accounting software and in use by the industry in general.
5. **REASONING ABILITY:** Ability to apply common-sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to solve problems involving a few concrete concepts and ideas.
6. **OTHER SKILLS and ABILITIES:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to understand and calculate manually all formulas used by the payroll software and in use by the industry in general.



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7. **PRIVACY AND CONFIDENTIALITY:** Must be able to listen to consumer grievances and concerns treating information imparted as private and confidential.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, business machines or controls; and talk or hear.
3. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. There are no risks beyond those associated with normal office activities and no special precautions of any kind are required. The noise level in the work environment is usually quiet.

ACKNOWLEDGEMENT: Signatures below confirm that the employee, supervisor and General Manager have discussed the duties of the position and that a clear understanding of the duties exists for the employee.

Employee

Date

Supervisor – Manager, Finance and Accounting

Date

General Manager

Date