



MANAGER OF ACCOUNTING

I. POSITION SUMMARY

The Manager of Accounting will serve the members and support the goals of Jefferson Energy Cooperative (JEC) by effectively and efficiently developing procedures and coordinating the functions of the Accounting Department.

II. REPORTING RELATIONSHIPS

- A. Reports to: Vice President of Corporate Services
- B. Directs: Accounting Supervisor
Work Order Specialist
Capital Credits Specialist

III. MAJOR RESPONSIBILITIES/ ESSENTIAL FUNCTIONS OF POSITION:

- A. Ensures accounting functions adhere to the Federal Energy Regulatory Commission (FERC) and Rural Utilities Services (RUS) Uniform System of Accounts, federal, state, and local tax codes, and regulations in order to maintain JEC's tax exempt status.
 - 1. Maintains a complete financial accounting record system consisting of journals with original and final entries.
 - 2. Verifies and reviews entries in the general ledger to ensure accuracy and compliance with generally accepted accounting principles.
 - 3. Compiles information from the billing register for electric and ancillary revenue and sales tax reporting.
 - 4. Ensures the books are closed out monthly to ensure timely reporting of financial results to management and to the Board.
 - 5. Reviews monthly balance sheet and operating statement for consistency and accuracy.



6. Reviews monthly reconciliations of various balance sheet accounts, such as Accounts Receivable, Other Accounts Receivable, Investments in Associated Organizations, Insurance Payable, Taxes Payable, etc. for any inaccuracies.
 7. Compares actual operations with current year budget and analyzes variances thereof. Also, compares actual operations to preceding year's operations.
 8. Ensures that biweekly payroll is prepared in accordance with prescribed labor practices and follows corporate guidelines.
- B. Reviews for accuracy of the following reports and filings (NOTE: Included is the proper cash transfers to meet the appropriate deadlines.):
1. State and Federal monthly, quarterly, and annual payroll tax reports and forms.
 2. Monthly Georgia Sales and Use Tax Report.
 3. Reviews monthly budget reports by account.
 4. Annual Unclaimed Property Report.
 5. Annual Property Tax Report.
 6. Annual 990 Tax Return.
- C. Coordinates annual independent audit of financial records. Assists in preparation of spreadsheets needed for annual audit and assists auditors as required.
- D. Assists in preparing loan applications and monitoring compliance with all loan requirements.
1. Assists in preparation of the Ten-Year Financial Forecast to be used in conjunction with loan application.
 2. Assists in preparing all necessary documents, including resolutions for submission of loan application.
 3. Assists corporate attorney in filing loan documents.



4. Ensures that monthly and quarterly debt service payments are made in a timely manner.
 5. Prepares RUS Form 595 Financial Requirement and Expenditure Statement to be submitted to RUS for advances of loan funds as required.
 6. Coordinates the documents for getting work orders inspected and approved and the subsequent submittal to RUS of the work orders and special equipment summaries for encumbrance of loan funds.
- E. Ensures plant accounting practices are carried out in accordance with established cost-accounting principles, FERC/RUS Suggested Work Order Procedures, acceptable industry practices and company policies and procedures.
1. Ensures timely and accurate plant construction records and supporting data for loan funds, audits, and ad valorem tax returns.
 2. Ensures RUS Form 219 is accurately prepared and is traceable to the Construction Work Plan.
 3. Monitors construction and retirement work order closing procedures and status of open work orders.
 4. Assists RUS auditor during loan fund audits as required.
- F. Assists in implementing a record retention policy in accordance with RUS guidelines and corporate record retention schedule.
- G. Assists in maintaining unclaimed property records.
- H. Assists in development of the yearly capital budget, operating budget, and cash budget.
1. Prepares expense and budget analysis, as management directs.
 2. Reviews financial reports, trial balance and budget item ID reports for inconsistencies and unusual budget general ledger transactions.
 3. Work with Budget team to prepare the Financial Forecast and Yearly Budget



Report to be presented to the Board.

- I. Handles cash management program.
- J. Maintains full and complete confidentiality of all documentation and information.
- K. Reviews all Capital Credit Estates and Gains checks documentation before checks are mailed.

Management and Supervisory Responsibilities/ Essential Functions

- A. Attends and participates in monthly Management Staff meetings.
- B. Leads by example maintaining a positive attitude, professionalism, and a supportive environment. Practices consistency, fairness, and honesty in supervising employees, always promoting the “team” concept.
- C. Processes employee timesheets. Coordinates and properly documents paid time off.
- D. Orients his/her employees to their position and JEC.
- E. Communicates duties and responsibilities, delegates tasks and informs subordinates of the expectations of performance.
- F. Develops an understanding of each job in order to direct the employees supervised. Motivates them to perform their duties to meet JEC’s expectations of performance.
- G. Continually assesses performance by giving and receiving feedback in a timely manner. Conducts Coaching Reviews and an Annual Performance Review.
- H. Evaluates training needs of employees and provides opportunities for continuing education.
- I. Assists VP of Corporate Services in hiring employees with guidance from Human Resources.
- J. Actively supports the efforts and intent of Equal Employment Opportunity.
- K. Participates in JEC’s on-call rotation.



- L. Participates in the preparation of capital and expense budgets.
- M. Drafts reports as need for Board meetings, Staff meetings, etc.
- N. Makes presentations to the Board of Directors or Board Committees as needed.

NOTE: The above are major responsibilities/ essential functions of this position. They are not intended to cover each aspect of the position as the scope, duties, and functions of a given position may change or be temporarily altered based on the business needs of JEC. The basic requirement of every position is to perform all tasks as assigned by the supervisor.

The **MANAGER OF ACCOUNTING** shall be required to perform any other duties assigned in order to fulfill the objective of JEC.

IV. EXTERNAL RELATIONSHIPS

- A. Auditors.
- B. Banking Institutions.
- C. Lenders (RUS, NRUCFC, CoBank).
- D. Associated Organizations.
- E. Tax Authorities.
- F. Vendors and Suppliers.



POSITION SPECIFICATIONS MANAGER OF ACCOUNTING

Education, Job Knowledge, Training Experience:

Required:

- Bachelor's degree in Accounting, Business Administration or equivalent.
- Five years prior experience in Rural Utilities Service (RUS) accounting but will consider experience in all phases of accounting in other fields.
- Three years' experience as a supervisor.
- A thorough prior knowledge of accounting principles and theory.

Preferred:

- Familiar with the accounting requirements of RUS and Federal Energy Regulatory Commission.

Will Require:

- Completion of RUS Borrower Accounting (Electric) course.
- Completion of Cooperative Financial Professional Certificate.

Abilities and Skills:

- Legible handwriting, proficiency in accurate computations, and the use of the calculator by touch;
- Must have excellent communication skills, both written and oral;
- Must have excellent organizational, planning, and problem solving skills;
- Must be able to work well with diversified groups as well as individuals;
- Must have the ability to speak effectively before large groups;
- Must be able to gain and maintain respect from and to fellow employees;
- Must be able to maintain confidential information;
- Must be able to prepare written documents, perform calculations and prepare reports electronically using current computer-based applications;
- Position performs a variety of duties which require a high degree of accuracy with attention to detail;
- Must be able to organize and accurately complete written reports to meet deadlines and performance criteria;



Must be able to communicate and interact with all personnel at all levels of the organization;

Must be able to work with a variety of people under differing circumstances;

Must be able to read, comprehend, understand, and implement various official governmental regulations.

Physical Effort and Working Conditions:

Requires physical ability in reaching, stooping, standing, walking, lifting; ability to lift small objects with the fingers, grasping, talking, hearing, repetitive motions, and defined light work. Visual acuity required with administrative machine operation.

General office environment: ability to work during emergency weather and other situations.

Travel required to attend various electric cooperative and associated organization classes and seminars.

Additional work time required to meet deadlines, attend training and meetings, and during extensive outages.

Jefferson Energy Cooperative is a drug free workplace. After an offer of employment has been made, a pre-employment alcohol and drug screen is required.