



INTERCOUNTY ELECTRIC COOPERATIVE ASSOCIATION

Your Touchstone Energy® Cooperative



Title:	Bookkeeper
Grade:	8
Position Code(s):	018-003 thru 018-004
Department:	Accounting – Department 18
Status:	Full Time
Exemption Status:	Non-exempt (hourly)
Reports To:	Director of Finance and Accounting
Supervisory Responsibilities:	None
Work Location:	Cooperative Headquarters – Licking
Effective Date:	November 15, 2017
Replaces (Effective Date):	September 23, 2011

General Summary: This position will share responsibility for accounts payable and receivable to support the daily accounting activities of the Cooperative, its month-end process, and various special projects; general ledger transactions and reports, cash receipts and disbursements, balancing, reconciliations; depreciation, payroll, fixed assets, and fleet management.

Essential Job Functions: *The following job functions are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Collect information and prepare monthly reports for the IECA Board of Directors, CEO, and IECA staff.
2. Balance IECA member accounts receivable to the sales report.
3. Retire special and equipment, including general journal entries.
4. Collect information and prepare month end close, including payroll labor; asset management; including special equipment; capitalization process/summary report and depreciation.
5. Prepare the auditor's fixed asset schedules.
6. Run and complete biweekly payroll to include: file maintenance to employee's direct deposit information, deductions, pay rates, and paid-time off (PTO). Run time entry detailing to ensure totals are correct. Check print to direct deposit information and general journal entries. Send payroll direct deposit file to banks. Prepare accounts payable invoices generated through payroll for

payment to include ACH transfers. Pay monthly bills for employee deductions. Scan all file maintenance to employee electronic files.

7. Update employee's voluntary insurance information monthly.
8. Ensure all journal entries, corrections, and other adjustments are properly and adequately explained and documented.
9. Process timely monthly and annual closings.
10. Perform financial and accounting analysis work as required.
11. Provide back-up support to other staff in Finance and Accounting Department.

Education and Experience:

1. Requires a high school diploma or equivalent.
2. Requires an associate's degree in accounting or business-related field is required. A combination of education and experience may be substituted when competency is demonstrated. Must be knowledgeable and proficient in accounting principles, including general ledger and payroll experience. Must exhibit proficiency in basic Microsoft Office applications including Word, Excel, Outlook and Access. Must exhibit proficiency in the use of basic office equipment including 10-key calculator.
3. Requires successful completion of a pre-employment drug screening.
4. Requires successful completion of a pre-employment physical examination.
5. Requires successful completion of a pre-employment background check.

Certificates, Licenses, Registrations:

1. Prior to operating a cooperative owned vehicle, individual must possess a valid Missouri Class E license.

Preferred:

1. A bachelor's degree in accounting or related business degree from an accredited college is preferred.
2. Proficiency in the use of cooperative software preferred.

Knowledge, Skills and Abilities:

1. Ability to be discreet and handle confidential information is critical.
2. Ability to handle multiple tasks, works successfully with limited supervision.
3. Ability to meet deadlines and work as a member of a team.
4. Ability to compose correspondence and use basic GAAP accounting information and data in developing reports.
5. Ability to read and understand specialized and technical manuals, i.e., tax instructions and RUS.
6. Ability to demonstrate excellent skills in analytical reasoning.
7. Ability to demonstrate excellent consensus-building strategies.
8. Ability to be capable of bringing delayed or disrupted projects to a conclusion.
9. Ability to demonstrate openness and objectivity in making judgments.
10. Ability to consistently demonstrate professionalism in performance of job.
11. Ability to consistently produce work of exceptional quality.
12. Ability to keep current on new technologies and computer applications.
13. Ability to demonstrate good understanding of standard accounting principles.
14. Displays maturity and professionalism in all situations.

Physical Demands:

1. Ability to successfully complete the WorkSTEPS functional test. See attached.

Work Environment:

1. Occasional travel will be required between headquarters, district offices and to other locations.
2. Job may require overtime work.
3. Job may require occasional overnight travel for training.