



Butler Electric
Cooperative
A Touchstone Energy® Cooperative 

Accounting Assistant Job Description

Job Classification: Non-Exempt, Full-time

Reporting Relationship: Chief Accountant

Primary Accountability:

The Accounting Assistant provides maximum service to member-consumers by assisting with the maintenance of accurate financial records and statistical reports, as well as assisting with the record keeping within the prescribed system of accounts.

Major Duties:

- Performs accounts payable responsibilities, including data entry of accounts payable invoices, preparing checks for payments of invoices, maintaining all accounts payable system records and preparing month end reports.
- Prepares accurate electric and broadband billing statements in a timely manner
- Prepares the Cooperative's 1099s on an annual basis.
- Accurately prepares and performs payroll data entry, including depositing the employees' payment into the correct checking and/or savings account.
- Maintains all of the payroll system records and prepares month-end, quarterly and year-end forms and reports.
- Responsible for calculating and preparing sales and compensated use.
- Prepares monthly statistical reports for the Kansas Department of Labor, as well as the LCS report for the Kansas Electric Cooperatives, Inc.
- Maintains individual employee payroll records by entering applicable data into the computer.
- Prepares electronic tax payments on a semi-monthly basis.
- Performs general office duties, such as filing, maintaining office supplies, answering telephones, and handling routine correspondence.
- Participates in the annual Cooperative meeting, as required.
- Assists the Chief Accountant by balancing subsidiary ledgers to the general ledger.
- Cross-trains in other areas in order to fill in for absent employees.
- Builds and maintains positive public relations for the Cooperative.
- Interprets and applies administrative policies, rules, regulations, and procedures of the Cooperative's work processes.
- Ensures strict confidentiality of financial records.
- Maintains BEC's record retention schedules
- Organizes the vault as needed.
- Performs additional duties as assigned by the Chief Accountant.

Qualifications:

- High School diploma or GED
- A minimum of five (5) years of accounting experience.
- Must possess a thorough knowledge of modern office practices, procedures and equipment, including word processors, computers, calculators, typewriters, copiers and other standard office equipment.
- Must possess a thorough knowledge of office procedures, including accounts payable, accounting principles and telephone skills.
- Ability to demonstrate a personality which is pleasant, cooperative and mature.
- Ability to maintain accurate records, filing systems and develop reports.
- Ability to effectively communicate, present information and respond to questions, both in a written and verbal manner.
- Ability to interpret and apply administrative policies, rules, regulations and procedures.
- Ability to learn the methodology of equipment used in computer data entry work during a training period of over thirty (30) days and up to three (3) months.
- Proficient in basic math principles, including arithmetical computations.

Physical Demands:

- Ability to sit or stand for extended periods of time.
- Ability to stand, lift, carry, push, pull, balance, stoop, reach, handle, talk, hear, see, grasp, move head and neck and movement across mid-line.
- Ability to lift up to fifteen (15) pounds with frequent lifting and/or carrying of objects weighing up to ten (10) pounds.
- Finger dexterity, manual dexterity, alertness, precision, motor coordination, auditory discrimination and tactile discrimination.

Work Environment:

- Inside/Indoor environment which provides protection from weather conditions, but not necessarily temperature changes.
- Interaction with staff and customers.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

Employee Signature

Date

Supervisor Signature

Date