



JOB OPENING NOTICE:

Job Title: Senior Accountant

Open Dates: 10/05/2022 – 10/19/2022

If you are interested in applying for this position, please turn in your resume to

Daniel Pittman.

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**TALLAHATCHIE VALLEY ELECTRIC POWER ASSOCIATION
JOB DESCRIPTION**

Title:	Senior Accountant	Reviewed:	October 2022
Job Code:		Exempt Status:	Exempt
EEO-1		Reports To:	CFO
EEO-1 Class		Supervises:	

JOB PURPOSE

This position works with the CFO to prepare timely and accurate financial statements including all general ledger entries, reconciliations, and financial statement preparation for required reporting. This position will work with the Accounts Payable team to ensure accurate and timely auditing, matching, recording, and payment of vendors and suppliers in support of the daily operations of TVEPA and TVIF. Duties include various reporting to local, state, and federal agencies for taxes and regulatory reporting as applicable, as well as preparation of schedules for external audit.

DUTIES AND RESPONSIBILITIES

Primary Functions

- Perform the month end closing process which includes plant and work order closing, job analysis, entering and posting journal entries, account reconciliation, review and finalization of financial statements, and analysis of the financial results.
- Prepare and or review all balance sheet reconciliations to validate accuracy of the financial statements making appropriate entries for corrections and or follow up as applicable.
- Perform monthly sales tax and franchise tax calculations, reporting along with annual tax reporting as required.
- Prepare support and schedules for annual reporting and the external audit to meet the required reporting deadlines which include financial, statistical, and regulatory reports. Prepares analyses, reports, and research as needed during internal and external audits.
- Audit, enter, and post all required data into the financial ERP system, project tracking systems, and or other reconciliations necessary for tracking and reporting grant, tax, and or and regulatory requirements. This will include support databases, files for reconciliation, and reimbursement requests of funds disbursed under various programs or projects.
- Audit, enter, and or process invoices, bills, (and or contracts as approved) timely and accurately from suppliers / vendors performing a two / three-way match as applicable which includes verification, matching PO / Receipt, audit, and validation of the expense, vendor and transaction. Ensure AP invoices and expenses are properly coded and recorded in the correct period. Review of AP is primarily review, but there may be need to perform some AP related functions.
- Coordinate, schedule, and work with the organization team to perform the annual physical inventory to ensure accurate inventory records. Distribute monthly inventory reports for review and follow up any variances for resolution.
- Provide assistance in a confidential manner to the CFO in the preparation of statistics and records for any reports and other special projects.
- Performs all other accounting duties as directed.

QUALIFICATIONS

- **Education:** Bachelor's degree in accounting from an accredited University is the minimum requirement. Additional certifications, education, or training as applicable will be beneficial.
- **Experience:** Two years' experience with financial statements and month end responsibilities, general accounting functions with emphasis in accounts payable
- **Job Knowledge:** Must be able to use Microsoft Excel and Word well including spreadsheets and formulas. Use of Microsoft PowerPoint or Project beneficial. Must have a strong accounting basis and understanding of GAAP and Accounting Principles.
- **Abilities & Skills:** Communicate effectively, both orally and in writing. Perform essential functions that require frequent, prolonged viewing and use of computer monitor, keyboard, and mouse for extended periods. Work accuracy and attention to detail are essential. Work well with others including employees from other departments such as servicemen, supervisors, and other department heads. Must be confidential in all matters.
- **Equipment (including PPE/Safety):** Must be able to operate personal computers, calculators, and other standard office equipment in the completion of duties.
- **Physical Demands:** Must be able to perform the activities listed in the position description. A majority of these activities are typically performed seated at a desk.
- **Working Conditions:** Office; some irregular hours, weekends and holidays may be required.

Functions performed by all TVEPA Employees

Keeps informed and complies with all TVEPA policies, procedures, and rules. Participates in Job Safety and Training. Complies with all TVEPA safety rules and regulations. Exercises reasonable care in the use and security of all TVEPA assets. Makes every effort to serve all members courteously and efficiently, to respond to their inquiries, satisfy their complaints and if unable to do so, refer them to the proper persons. Always makes every effort to do all possible to develop members' support. Keeps supervisor informed of all activities and advising of unusual situations or problems that arise. Cooperates with all employees in maintaining good relationships and high morale, exchanges ideas, information, and job experiences.

EXTERNAL RELATIONSHIPS:

Maintain good relationships in all contacts with the public. Establishes effective working relationships, provides information, assistance, coordination, advice, and other positive communication that best represent the business needs of the Association with the following:

- **Members-Consumers:** Responds to inquiries, provides advice and assistance, and promotes Association programs, policies, plans and service.
- **General Public and Community:** Maintains good relationships in all contacts with the public and community. Presents a friendly, positive, and professional image for the Association.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all duties and responsibilities of personnel so classified.

After an offer of employment has been made the Association requires a physical which will include both alcohol and drug testing.