

**TALLAHATCHIE VALLEY ELECTRIC POWER ASSOCIATION**  
**JOB DESCRIPTION**

<b>Title:</b>	Staff Accountant	<b>Reviewed:</b>	January 2024
<b>Number:</b>		<b>Exempt Status:</b>	Non-Exempt
<b>EEO-1:</b>		<b>Reports To:</b>	Chief Financial Officer
<b>EEO-1 Class:</b>		<b>Supervises:</b>	None

**JOB PURPOSE**

The position responsibilities include Accounts Payable, Accounts Receivable, and General Ledger functions. The accounts payable duties include accurate and timely entry of invoices, auditing, matching, and payment to suppliers. AR duties include recording payment applications and reconciliation, miscellaneous invoice generation, and customer refunds in billing systems for electric and fiber. Recording general ledger entries, account reconciliations, and working on month end closing duties may be assigned. This position will record, track, report invoices and other supporting documentation for regulatory or government agencies including but not limited to emergency management, grant, and tax related reporting entities.

**DUTIES AND RESPONSIBILITIES**

**Primary Functions**

- Audit, Enter, and 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 in ER system. Record and apply the correct use taxes applicable on invoices.
- Audit, enter, and post all required data into the financial ERP system and other spreadsheets or systems necessary for tracking and reporting which include all grant and regulatory support databases, files for reconciliation, and reimbursement requests of funds disbursed under various programs or projects. Enter payment for any online invoices to all systems applicable.
- Month-End closing which may include plant and work order closing; entering and posting journal entries; bank account reconciliations; general ledger reconciliations of accounts.
- Prepares multiple excel spread sheets for general ledger asset balancing, balance sheet and reconciliations, asset records, and other support documents as required.
- Support customer refund process in electric and fiber billing systems including handling inactive subscribers, posting return payments, recording all payments to the general ledger and reconciling payments.
- Prepare an AP summary monthly including check registers, void checks, and all significant transactions for support of monthly close and reconciliation. Prepare AP summary of expenses to distribute for budget comparison.
- Prepares analyses, reports, and research as needed during internal and external audits; Must be available for external auditors at company's year-end.
- Physical Inventory support annually for the organizations will involve inventory preparation, counting, and entering and or posting of transactions.
- Processes year- end closing; Assists in preparing Form 1099's for vendors annually. Scans and files account payable invoices, accounting journals, and documents. Prepares and mails checks.

- Performs all other accounting duties as directed.

### **Secondary Functions**

- Emergency storm support.
- Perform any other duties assigned to fulfill the objectives of the Association.
- Attend meetings, workshops, and courses relating to own job responsibilities and to improve job-related skills as requested by the CFO.

### **JOB QUALIFICATIONS**

- **Education:** Associates or Bachelor's degree preferred; Equivalent work experience in an Accounting position with demonstrated education and skills may be applicable.
- **Experience:** Two years' experience minimum or commensurate experience in general accounting functions, emphasis in accounts payable and general ledger.
- **Knowledge:** Must have knowledge Generally Accepted Accounting Principles and Accounting Standards. Must obtain knowledge of policies and procedures relating to duties of the position. Basic knowledge of Microsoft Excel spreadsheets and Word required. Advanced Excel preferred.
- **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, foremen, 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.
- **Work Environment:** Office; some irregular hours, weekends and holidays may be required.
- **Driving:** Must possess a valid Mississippi driver's license.
- **Testing:** Must pass any required substance screening, medical examination, and background checks.

**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 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 develop member's support. Keeps supervisor informed of all activities and advising of unusual situations or problems that arise. Cooperates with all employees in maintaining good working relationships and high morale, exchanges ideas, information, and job experiences.

**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.**