

POSITION DESCRIPTION

POSITION TITLE: Plant Accountant

REPORTS TO: Director of Finance & Administration

GENERAL DESCRIPTION:

Responsible for maintaining accurate records as to the type, location and value of the Cooperative's transmission and distribution system in accordance with the Rural Electrification Administration's accounting guidelines

Essential Duties and Responsibilities:

Assembles, tabulates and records or processes cost data on construction and retirement work orders; post or process labor, materials, overhead and other costs to accumulate totals on work orders

Records and verifies all construction and retirement units from work order staking sheets for entry into continuing property records

Maintains accurate records of transmission and distribution lines, poles, map location details, new connections, materials and continuing property records

Prepares inventory of work orders in accordance with REA guidelines

Assists in maintaining mapping system information

Maintains records of pole attachments by phone and cable television companies, and prepare yearly billings for same

Compiles information and prepares reports related to taxable line mileage, work order cost activities, outage information, and any other related reports required by the Cooperative

Organizes and oversees the annual physical inventory count and control

Serves as backup to the Operations Assistant; Coordinates new construction activities by assisting prospective members, both in person and by phone, and through radio contact with field personnel; Responds to reports of power outages, and coordinates restoration efforts with field personnel; Performs other duties as necessary in the absence of the Operations Assistant

Writes database reports, as needed; Assists in training others to write reports

Other Duties:

Assists the Operation's Department in coordinating power restoration efforts

Maintains familiarity with and carries out all responsibilities of the position in accordance with the Cooperative's Safety, Personnel and other Board policies

Maintains professionalism, effectiveness and courtesy in dealing with coworkers, consumer/members and others

Attends job-related training classes as required

Maintains proficiency in administering CPR and first-aid in accordance with the Cooperative's Safety Training Program

Performs all other duties as directed or as required to carry out the responsibilities of this position

REQUIREMENTS:

Physical:

Must be able to meet the physical demands of the position as identified in the attached job analysis. These physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Abilities and Skills:

Must be able to communicate effectively, both verbally and in writing

Must be able to accomplish the responsibilities of the position with minimal supervision

Must be proficient in computer skills

Educational and Other:

Must possess an Associates Degree in business management or accounting, or have a minimum of four years' practical experience in materials management or plant accounting

I have read and understand the requirements of the above position description and attached job analysis, and have discussed them with my supervisor.

Plant Accountant

Date: _____

Director of Finance & Administration