

Accountant

Organization: PKM Electric Cooperative, Inc.
Date Posted: 2/20/2018
Date Needed: 3/31/2018
Address: 406 North Minnesota Street
City: Warren
Location: Minnesota
Zip: 56762
Country: United States
Primary Category: Accounting
Type of Position: Full-Time
Education: Bachelor's

POSITION SUMMARY:

Responsible for tracking, reporting, and analysis of PKM revenue in support of the cooperative's annual budget and monthly financials. Position will evolve to oversee all accounting, IT, accounts payable, work order, CPR, payroll, audit, billing and rate functions compliance with all regulatory agency reporting and GAAP.

DUTIES AND RESPONSIBILITIES:

- Monitors and audits functional duties daily and monthly, for all member and non-member billing, including capital credit retirements/allocations.
- Responsible for various month-end close processes including tracking of billed revenue, and reporting of other revenue needs, in support of the cooperative's monthly financial statement.
- Participate in the annual budget/forecast process by leading efforts in various parts of the budget process.
- Monitors and reports on all aspects of General Plant and Special Equipment assets to ensure compliance with RUS and GAAP guidelines.
- Reconciles and reports on various GL accounts monthly, including all member and non-member billing and capital credit transactions.
- Capable of using data extraction tools to gather/analyze billing, revenue and capital credit information.
- Maximize software efficiency regarding all billing, capital credit and general ledger applications.
- Ensures processing of member information adheres to all GAAP and regulatory reporting requirements.
- Completes various tax and refund filings (sales and use, franchise, heat exemption, etc.)
- Completes regulatory filings to governmental or agency organizations.
- Special projects as assigned by CEO including coordination of the co-op's Schedule of Charges, Billing Schedule and Cost of Service, Rate Studies, 10-year financial forecasting and budgeting.

QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

- Bachelor's degree in accounting, finance or related field.
- Prefer CPA with minimum 2 years' experience.
- 10 years or more utility experience will be considered in lieu of bachelor's degree.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent written and verbal communication skills.
- Exceptional analytical skills.
- Proficient in Microsoft Outlook, Excel and Word.
- Ability to keep privileged information confidential.
- Experience with NISC software a plus.

How to apply:

Please send your resume with 3 references to Mike Schmidt, CEO, at above address, or at mschmidt@pkmcoop.com.

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