

# ACCOUNTANT

## SOUTHSIDE ELECTRIC COOPERATIVE, INC.

As an Accountant at Southside Electric Cooperative, you know your accounting principles and the full accounting process end to end. You are responsible for providing complete and accurate financial records and reports in accordance with established accounting policies and procedures. You are committed to the assurance that corporate operating reports and financial statements accurately present the financial position and results of operations of the organization.

Your primary responsibilities will be Accounts Payable and payroll including the preparation of biweekly and special payroll checks, tax deposits, and miscellaneous deduction payments; performing account analysis of general ledger accounts and subsidiary records. Additionally, you will receive, process, and assign proper accounting codes to, and ensure accuracy of, invoices for payments, and print and prepare checks for mailing.

Other essential functions include, but are not limited to: Assisting with the coordination of monthly and annual closing of corporate books. Assisting with the maintenance of detailed depreciation schedules of all electric plants in service. Maintaining and updating current and accurate record of account numbers, descriptions, and related cost.

Analyzing and solving problems is what you do. You are a strong communicator and aren't afraid of tight deadlines or multiple tasks. You are eager to learn Cooperative processes and operations and share our Workforce Vision of achieving high results through a motivated, skilled and knowledgeable workforce that takes pride in ownership of its work.

You've been working in the accounting field for at least five (5) years and are proficient in Microsoft Office applications. You can work without supervision and instinctively know what must be done for the success of the Cooperative.

We prefer Rural Utilities Service (RUS) and Generally Accepted Accounting Principles (GAAP) accounting experience, but will train the right candidate. National Information Solutions Cooperative (NISC) software is desired, but not a requirement.

This position requires a Bachelors degree in accounting or finance; CPA License preferred, but not a requirement.

At Southside Electric Cooperative our Members are our first priority, therefore, our field team are first responders when the lights go out. At Headquarters, it's up to us to make sure they have exceptional support while they are working long hours in crisis situations. While it doesn't happen often, we are always ready to roll up our sleeves and pitch in when it's all hands on deck.

We offer a competitive salary and an unrivaled benefits package in an amazing work environment. We are conveniently located within 45 minutes of Chesterfield County.

*Applications can be found on our website at [sec.coop](http://sec.coop) and must be received by 5:00 p.m., Eastern Time, Friday, September 29, 2017 via email to [sec.applications@sec.coop](mailto:sec.applications@sec.coop) or fax to (434) 645-3202. You may also bring your completed application to the Southside Electric Cooperative Headquarters Office located at 2000 W. Virginia Avenue, Crewe, VA. We regret that we are unable to accept applications or resumes by mail.*

Documents to establish identity and employment eligibility are required. Offers of employment are conditional upon a negative alcohol and controlled substance test.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability, or veteran status.

**WE ARE PROUD TO BE AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.**