

# **Polk County Rural Public Power District**

## **Position Description: Accounting Assistant**

### **I. Position Summary**

This position is responsible for understanding and carrying out processes pertaining to payroll, plant accounting, work order accounting, accounts payable, miscellaneous billing, & general financial accounting. This position serves as a backup to the customer service department and benefits administrator as needed. The position also performs other clerical and accounting work as assigned.

### **II. Responsibilities and Authorities**

- **Payroll** – Review daily timesheets, process biweekly payroll, prepare and file all internal, tax, and benefit reports associated with payroll, assist with new employee onboarding paperwork
- **Plant Accounting** – Capitalize assets classified as “special equipment” on a monthly basis and assist in running the monthly depreciation process for all other capitalized equipment
- **Work Order Accounting** – Issue material, process work orders, balance inventory
- **End of Month Accounting** – Close fleet, material, & stores expense modules in NISC software
- **Account Payable**- Process payments related to payroll, and assist in other accounts payable duties as necessary by accurately coding invoices to the correct general ledger accounts and activity codes
- **Miscellaneous Receivables** – Understand miscellaneous billing procedures used to invoice customers for non-power related purchases or services
- **General Accounting** – Reconcile balance sheet accounts, post fixed journal entries, daily internal bank reconciliation, monthly bank statement reconciliation, bond interest & payment accounting, monthly sales and use tax reporting, general journal posting as needed, archiving system reports and physical documents based on retention requirements, financial statement preparation as assigned by the Finance Manager
- **Other** – Serve as a backup to the customer service department by answering phones, transferring calls, understanding basic billing principals, assist customer service representative with opening and processing mail as needed, pickup dropbox mail route as needed, assist Finance Manager with employee benefit administrator requirements, other duties as assigned

### **III. Knowledge, Skills, and Abilities**

- Knowledge and previous experience of basic accounting procedures and mathematical computations
- Proficient with Windows computers and Microsoft Word and Excel.
- High level analytical and organizational skills, including the ability to pay close attention to detail
- Strong communication skills and a team player
- Ability to operate a computer, printer, copy machine, calculator, and telephone system
- Ability to work independently and make decisions
- Thrives under pressure and consistently meets deadlines
- May be required to work overtime when needed
- Ability to move about the office building and lift accounting records weighing up to 30 pounds.
- Knowledge of District policies and procedures relating to duties of the position, discretion required
- Ability to travel intra/inter-state as necessary for the conduct of training.
- Ability to operate a District vehicle in accordance with all applicable traffic laws.
- Knowledge of local and state regulations as they apply to District finances.

### **IV. Required Education Degrees, Certificates, and/or Licenses:**

- Post-secondary courses in accounting/financing/bookkeeping preferred, must have a high school diploma or equivalent
- Willing to satisfactorily complete RUS accounting course within one year of hire.
- Valid Nebraska driver’s license or ability to obtain license prior to employment. Must be eligible to be and remain insured as a driver by the District’s group liability policy for the automotive fleet.

### **V. Reports To: Finance Manager**