
Employment Opportunity

Position: Accountant/Payroll Specialist

Reports To: Assistant Manager of Finance & Accounting

Department & Location: Finance & Accounting – 35

Position Description: Objectives of the position include:

- maintaining the books of the Cooperative in an accurate and efficient manner and in accordance with RUS System of Accounts.
- providing timely and accurate financial statements to management that reflect the true condition of books within the accounting period.
- processing biweekly payroll, payroll labor month end, IRS/NCDOR quarterly tax forms, and related payroll/labor activities as required of the position.

A full description of the position's duties and responsibilities is located on Haywood EMC's website at <https://www.haywoodemc.com/employment>

Education & Experience Requirements: High school diploma or equivalent and three years' experience in payroll and accounting. Prefer associate's or bachelor's degree in accounting, finance or other related business degree.

Candidate must:

- have knowledge of generally accepted accounting principles
- be able to meet multiple deadlines with frequent interruptions
- be able to maintain confidentiality
- be able to operate office equipment necessary to perform the requirements of the position including, but not limited to, computer, copier, printer, fax machine, scanner and telephone.
- have advanced computer skills, both in utilizing hardware and software necessary to the position, with strong proficiency in spreadsheets, Excel and Access.

Special Working Conditions: Position is subject to call-in during major outages or emergencies and is expected to report to work during periods of inclement weather. Position may require occasional overnight travel and overtime as the workload requires.

Starting Salary: \$22.42-28.02/hour (dependent upon experience)

Application Requirements: Submit completed application to:

Haywood EMC	NCWorks Career Center
Human Resources Department	1170 N. Main Street
376 Grindstone Road	Waynesville, NC 28786
Waynesville, NC 28785	

Internal candidates must submit Request to Transfer form, resume and cover letter to the Human Resources Department.

Application Deadline: Friday, August 23, 2019

Haywood EMC is an Affirmative Action and Equal Opportunity Employer.

All qualified applicants will receive consideration without regard to color, religion, sex, sexual orientation, gender identity, national origin, age, disability or veteran status. Pre-employment/post-offer physical exam, drug screen and criminal background checks are required. Haywood EMC participates in the federal E-Verify program.