

HAYWOOD ELECTRIC MEMBERSHIP CORPORATION

POSITION DESCRIPTION

ACCOUNTANT/PAYROLL SPECIALIST

DEPARTMENT: Finance and Accounting

CLASSIFICATION: Non-Exempt

I. OBJECTIVES

- A. To maintain the books of the Cooperative in an accurate and efficient manner and in accordance with RUS System of Accounts.
- B. To provide timely and accurate financial statements to management that reflect the true condition of books within the accounting period.

II. REPORTING RELATIONSHIPS

- A. Reports to: Assistant Manager of Finance and Accounting
- B. Supervises: None

III. RESPONSIBILITIES AND AUTHORITIES

- A. Collect and verify internet based EmployeeSelf Serve (ESS) time entries and process associated biweekly payrolls; meeting each deadline on a timely basis. Payment of taxes to IRS/NC will be scheduled using BOB-First Citizens Bank. Provide backup to Assistant Manager of Finance/ Accounting regarding submission of direct deposit files and net payroll fund transfers on bi-weekly basis.
- B. Process Payroll Labor month end and provide backup to Internal Auditor with preparation and distribution of GL Labor Comparison reports to appropriate management personnel.
- C. Process payroll for quarters and file required IRS/NCDOR quarterly tax forms with appropriate agencies; which include NC Payroll Withholding – IRS 941 – FUTA- SUTA – NC Multiple Worksite. Reconcile Payroll sub ledger with General Ledger accrued payroll and tax accounts.

- D. Provide annual reports and process requests from Human Resource and NRECA regarding data such as: Employee 401k contributions/ loans -November 15th salary reports and W2 information. This submission will utilize NRECA's most current software.
- E. Reconcile special construction bank account on a monthly basis; or as RUS loan funds are advanced to Coop.
- F. Verify and record daily Cash Register transactions into General Ledger. Record insufficient funds notices from First Citizens Bank.
- F. Record weekly Partial Self Insured medical payments into General Ledger and Bank Reconciliation module.
- G. Prepare/enter monthly fixed and general journals into General Ledger.
- H. Maintain control of Miscellaneous Receivable system by closing and balancing module on last business day of each month. This sub-ledger reports revenues received by Coop from non-utility business activities.
- I. Maintain control of Installment Loan sub-ledger. This ledger includes all generators - heat pump- and employee computer loans records pertaining to principal and interest paid/due to the Cooperative.
- J. Maintain control of Asset Management – specifically General Plant, with monthly updates such as additions/retirements of plant items. Complete required annual Apply Physical of general plant inventory and report results to Internal Auditor for review and approval.
- K. Maintain an accrual spreadsheet of RUS-CFC-CoBank outstanding loan information in order to record accurate interest expense on a monthly basis. Complete a monthly and/or quarterly reconciliation of this data to General Ledger.
- L. Maintain control of General Ledger by balancing Asset and Liabilities accounts on a monthly basis and enter reconciling entries as required.
- M. Timely/accurate monthly and quarterly sales tax filings to NCDOR. Taxes will be submitted electronically as required by agency.
- N. Assists Plant Accountant with the capital credit system including monthly retirements of deceased estates, continual maintenance of files, annual general retirement and the annual allocation process.

- O. Assists with annual preparation of operating budget, annual RUS Form 7 and annual Cooperative property taxes.
- P. Assists with monthly preparation of RUS Form 7 and other monthly financial statements as requested by Internal Auditor.
- Q. Assists the Plant Accountant and Accounting Specialist as requested by Assistant Manager of Finance/ Accounting with the following monthly subsystem closings:
 - Work Orders
 - Plant material
 - Merchandising material
 - Maintenance Service Orders
 - Mechanic Service Orders
 - Fleet Management

IV. RELATIONSHIPS

A. Internal

1. Consumer Accounting Department – review of Cash Register variances in daily transactions.
2. Manager of Human Resources – review discrepancies in NRECA/HEMC insurance premiums and amounts to be billed to former employees
3. Manager of Marketing and Communications – to coordinate marketing programs
4. All department heads – major variances of actual to budget expenses
5. Any employee that charges a purchase to the Cooperative

B. External

1. First Citizens Bank - to exchange information and coordinate various banking issues
2. RUS Field Auditor - to exchange information and assist with financial audit

3. Company Auditor - to assist with annual audit as needed
4. Capital credit deceased estate representatives
5. Current software vendor – Software support

REVIEWED BY: _____ DATE: _____

Employee's Signature

HAYWOOD ELECTRIC MEMBERSHIP CORPORATION

SPECIFICATIONS

ACCOUNTING/PAYROLL SPECIALIST

- EDUCATION:** High school diploma or equivalent required. Two-year degree or certification in accounting or business preferred.
- EXPERIENCE:** A minimum of three years' of job-related payroll and accounting experience required.
- KNOWLEDGE AND SKILLS:** Must have knowledge of generally accepted accounting principles.
- Must be able to meet multiple deadlines with frequent interruptions.
- Must be able to maintain confidentiality.
- Must be able to read, write, speak and understand spoken English.
- Must be able to operate all office equipment necessary to perform the requirements of the position including, but not limited to, copier, personal computer, printer, fax machine, scanner, and telephone.
- Must have computer skills, both in utilizing hardware and software necessary to the position, with emphasis on strong proficiency in spreadsheets.
- PHYSICAL REQUIREMENTS:** Position requires occasionally lifting up to 30 pounds. Position also requires bending, stooping, sitting for up to five and a half hours per day, and standing for up to two hours per day. Use of hands and fingers required to handle keyboard functions. Vision necessary for up close computer work is required.

**SPECIAL
WORKING
CONDITIONS**

Must be available to work overtime to meet monthly deadlines/or as-needed basis.

Must be willing to schedule days off in accordance with workload/deadlines.

Occasional overnight travel to attend training and other meetings.

Subject to call-in during major outages and other emergencies.

**TIME REQUIRED FOR
FULL COMPETENCY:** Three years

DEVELOPED: June 1999
REVISED: November 2001
September 2006
July 2015
August 2015
December 2015
June 2018
July 2019