

POSITION NOTICE
Internal & External Posting

POSTING DATE: January 28, 2021

Job Title:
Accountant I
Accountant II

Job Grade:
10
11

Division:
Finance
Location: Fairbanks

Reporting to (Job Title):
Senior Accountant

FLSA: Accountant I: Regular, Exempt, Non-bargaining position
Accountant II: Regular, Exempt, Non-bargaining position

For an employment application, visit our website at:

<https://gvea.applicantpro.com/jobs/>

- Refer to the job description for further details regarding this position.
- In-house candidates are reminded to apply in accordance with ADM 3.7.
- Please contact the Human Resources Office for further inquiries.

SALARY: Accountant I: Grade 10, DOE Accountant II: Grade 11, DOE

CLOSING DATE: February 25, 2021; 5:00 p.m. AKDT
--

GVEA conducts pre-employment, post-offer drug screening. Employment is contingent upon satisfactory completion of the drug screening.

GVEA is an Equal Opportunity Employer – minorities/females/veterans/individuals with disabilities/sexual orientation/gender identity.



**Golden Valley Electric Association
Job Description**

Part I-General Information

Job Title:	Accountant I	Job Location:	Fairbanks	Hours:	8 hours per day, 5 days per week. Additional hours as required.
Report To:	Senior Accountant	Pay Grade:	10	FLSA:	Exempt, non-bargaining position.
Reason for Job:	To ensure transactional data, both financial and statistical, are accurately reflected in GVEA's system of accounts and that transactional data in the subsidiary records are accurate and balanced to the general ledger control accounts. Provide advanced accounting support through analytical analysis of financial data.				

Part II-Position Requirements

Key Accountabilities	Essential Functions
Financial Accounting	<ul style="list-style-type: none"> • Assist with monthly and annual general ledger closing process. • Prepare journal entries, account reconciliations and work papers for general ledger accounts on an ongoing basis to ensure general ledger accuracy. • Assist with balancing subsidiary activity with general ledger control accounts. • Analyze transactional data, perform account analysis and interpret results of account variances or trends. • Participate in peer review of monthly journal adjustments and quarterly work papers, and cross-training opportunities. • Assist others in the Section as needed with general accounting support. • Maintain general understanding of the RUS Uniform System of Accounts principles and procedures to ensure compliance and consistency of accounting practices.
Regulatory and Financial Reporting	<ul style="list-style-type: none"> • Assist with the preparation of monthly RUS Form 7, and accompanying internal management reports. • Assist with the preparation of monthly and annual financial and statistical reports required by federal and state regulatory agencies and other external bodies. • Assist with the compilation of data and preparation of financial reports as required by GVEA's Board of Directors and Management team. • Participate in the calculation of the quarterly cost of power adjustment (COPA) and assist with the preparation of the quarterly COPA tariff filings. • Assist with the compilation of data and preparation of schedules required in the RCA simplified rate filing and general rate case process. • Participate in various accounting audits by providing information on transactions and accounting conventions.
Technical Support	<ul style="list-style-type: none"> • Participate in the annual budget preparation and assist with budget reporting on an ongoing basis • Interface with GVEA staff in various Divisions and provide accounting support on a consistent basis. • Be familiar with other systems and workflows (CIS, eAM, etc.). • Research accounting treatments on special topics and present findings to Senior Accountant in order to properly record out of the ordinary transactions. • Participate in test work to ensure Oracle software upgrades and patches are effective.

	<ul style="list-style-type: none"> • Participate in the development and upgrading of customized financial reports and workflow to streamline processes and enhance system efficiency. • Assist Oracle end users by providing training and guidance to properly utilize the various Oracle accounting modules and proper use of the accounting code structure.
	<ul style="list-style-type: none"> • Other duties as assigned.

Part III-Job Specifications

<p>EDUCATION:</p> <ul style="list-style-type: none"> • Bachelors' degree in Accounting. 	<p>SKILLS:</p> <ul style="list-style-type: none"> • Possess technical and theoretical knowledge of finance and accounting principles. • Demonstrated ability to perform variance analyses and interpret results. • Proficiency in Microsoft Office products with an emphasis in Excel. • Advanced oral and written communication skills. • Ability to work with other employees and the public in a professional and cooperative manner. • Ability to prioritize tasks to meet assigned deadlines. • Demonstrated initiative and self-motivation • Ability to assume responsibility and work with general supervision.
<p>CERTIFICATIONS/LICENSES:</p> <ul style="list-style-type: none"> • 	<p>WORK ENVIRONMENT:</p> <ul style="list-style-type: none"> • Office environment.
<p>PREREQUISITES:</p> <ul style="list-style-type: none"> • 	<p>PHYSICAL REQUIREMENTS:</p> <ul style="list-style-type: none"> • See attachment 1.

<p>EXPERIENCE:</p> <ul style="list-style-type: none"> • Minimum four years of progressively responsible accounting experience. • Supervisory experience preferred. • Cooperative and/or utility experience preferred. • Strong background with fully integrated computerized accounting systems preferred. 	<p>ON-THE-JOB DEVELOPMENT REQUIREMENTS:</p> <ul style="list-style-type: none"> • Become familiar with RUS Uniform System of Accounts. • Become familiar with applicable RCA regulations. • Continuously improve and upgrade computing skills and other applicable job skills. • Become knowledgeable in all applicable safe work practices. • Become knowledgeable of Association policies and procedures. • Become knowledgeable of organizational structure and client relationships. • Become knowledgeable of performance models and Division scorecard goals.
---	--

Accountant Level I is distinguished from Level II by the performance of less than the full range of duties assigned to Level II or by performance of a limited scope. Advancement is based on scope of responsibilities, complexity of work, level of critical thinking, and degree of independence on direction and judgement.

<p>DIRECT REPORTS TO THIS POSITION:</p> <p>Not applicable.</p>	<p>Updated as of 7/10/2020</p>
---	--------------------------------

MANAGEMENT RESERVES THE RIGHT AT ANY TIME TO MODIFY JOB REQUIREMENTS AND ASSIGN OTHER DUTIES AND RESPONSIBILITIES AS DIRECTED OR HISTORICALLY PERFORMED.

**Golden Valley Electric Association
Job Description**

Part I-General Information

Job Title:	Accountant II	Job Location:	Fairbanks	Hours:	8 hours per day, 5 days per week. Additional hours as required.
Report To:	Senior Accountant	Pay Grade:	11	FLSA:	Exempt, non-bargaining position.
Reason for Job:	To ensure transactional data, both financial and statistical, are accurately reflected in GVEA's system of accounts and that transactional data in the subsidiary records are accurate and balanced to the general ledger control accounts. Provide advanced accounting support through analytical analysis and interpretation of financial data and recommendations.				

Part II-Position Requirements

Key Accountabilities	Essential Functions
Financial Accounting	<ul style="list-style-type: none"> • Assist with monthly and annual general ledger closing process. • Prepare journal entries, account reconciliations and work papers for general ledger accounts on an ongoing basis to ensure general ledger accuracy. • Assist with balancing subsidiary activity with general ledger control accounts. • Analyze transactional data, perform account analysis and interpret results of account variances or trends. • Participate in peer review of monthly journal adjustments and quarterly work papers, and cross-training opportunities. • Assist others in the Section as needed with general accounting support. • Maintain general understanding of the RUS Uniform System of Accounts principles and procedures to ensure compliance and consistency of accounting practices. • Serve as backup to Senior Accountant.
Regulatory and Financial Reporting	<ul style="list-style-type: none"> • Assist with the preparation of monthly RUS Form 7, and accompanying internal management reports. • Assist with the preparation of monthly and annual financial and statistical reports required by Federal and State regulatory agencies and other external bodies. • Assist with the compilation of data and preparation of financial reports as required by GVEA's Board of Directors and Management team. • Participate in the calculation of the quarterly cost of power adjustment (COPA) and assist with the preparation of the quarterly COPA tariff filings. • Assist with the compilation of data and preparation of schedules required in the RCA simplified rate filing and general rate case process. • Participate in various accounting audits by providing information on transactions and accounting conventions.
Technical Support	<ul style="list-style-type: none"> • Participate in the annual budget preparation and assist with budget reporting on an ongoing basis. • Interface with GVEA staff in various Divisions and provide advanced accounting support on a consistent basis. • Provide support for the integration of other systems and workflows (CIS, eAM, etc.) into the accounting system. • Research accounting treatments on special topics and present findings to Senior Accountant in order to properly record out of the ordinary transactions. • Participate in test work to ensure Oracle software upgrades and patches are effective.

	<ul style="list-style-type: none"> Participate in the development and upgrading of customized financial reports and workflow to streamline processes and enhance system efficiency. Assist Oracle end users by providing training and guidance to properly utilize the various Oracle accounting modules and proper use of the accounting code structure.
	<ul style="list-style-type: none"> Other duties as assigned.

Part III-Job Specifications

EDUCATION: <ul style="list-style-type: none"> Bachelors' degree in Accounting. 	SKILLS: <ul style="list-style-type: none"> Possess technical and theoretical knowledge of finance and accounting principles. Demonstrated ability to perform variance analyses, interpret results, and recommend solutions. Proficiency in Microsoft Office products with an emphasis in Excel. Advanced oral and written communication skills. Ability to work with other employees and the public in a professional and cooperative manner. Ability to prioritize tasks to meet assigned deadlines. Demonstrated initiative and self-motivation Ability to assume responsibility and work with minimal supervision.
CERTIFICATIONS/LICENSES: <ul style="list-style-type: none"> CPA preferred. 	WORK ENVIRONMENT: <ul style="list-style-type: none"> Office environment.
PREREQUISITES: <ul style="list-style-type: none"> 	PHYSICAL REQUIREMENTS: <ul style="list-style-type: none"> See attachment 1.

EXPERIENCE: <ul style="list-style-type: none"> Minimum six years of progressively responsible accounting experience. Minimum four years of supervisory experience with progressive leadership. Cooperative and/or utility experience is preferred. Strong background with fully integrated computerized accounting systems preferred. 	ON-THE-JOB DEVELOPMENT REQUIREMENTS: <ul style="list-style-type: none"> Become proficient with RUS Uniform System of Accounts. Become proficient with applicable RCA regulations. Continuously improve and upgrade computing skills and other applicable job skills. Become knowledgeable in all applicable safe work practices. Become knowledgeable of Association policies and procedures. Become knowledgeable of organizational structure and client relationships. Become knowledgeable of performance models and Division scorecard goals.
--	---

Accountant Level II is distinguished from Level I by scope of responsibilities, complexity of work, level of critical thinking, and degree of independence on direction and judgement. An Accountant II demonstrates a level of sophistication and critical thinking required of the overall accounting system, RUS Uniform System of Accounts, and RCA regulations. This position may supervise or direct, from time to time, the work of other Section personnel.

DIRECT REPORTS TO THIS POSITION: <ul style="list-style-type: none"> Not applicable. 	Updated as of 7/10/2020
---	-------------------------

MANAGEMENT RESERVES THE RIGHT AT ANY TIME TO MODIFY JOB REQUIREMENTS AND ASSIGN OTHER DUTIES AND RESPONSIBILITIES AS DIRECTED OR HISTORICALLY PERFORMED.

POSITION: _____

UPDATED: _____

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

Activity	N/A	NE	O	F	C
Sitting					
Walking					
Standing					
Running					
Bending or twisting					
Squatting or kneeling					
Reaching above shoulder level (i.e. awkward posture)					
Climbing (i.e. ladders)					
Driving cars, light duty trucks					
Driving heavy duty vehicles					
Using foot controls					
Repetitive motion of hands/fingers					
Grasping, gripping or pinching with hand(s), (i.e. high hand force)					
Moderate to High hand-arm vibration					
Lifting/carrying 10-25 pounds					
Lifting/carrying 26-50 pounds					
Heavy Lifting/carrying 51-74 pounds (more than 10 times per day)					
Heavy Lifting/ carrying 75 pounds or more (once per day or more)					
Awkward Lifting/carrying objects 25 lbs above shoulders, below knees or at arms length more than 25 times per day					
Frequent lifting (more than: 10 lbs , 2 times per min., 2 hrs + a day)					
Pushing/pulling					
Repeated impact (use of hand or knee as hammer more than 10 times per hour, more than 2 hours total per day)					
Highly repetitive motion (repeating the same motion with neck, shoulders, elbows, wrists or hands more than 2 hours per day)					
Work in or exposure to inclement weather					
Work in or exposure to cold water					
Exposure to dust, chemicals or fumes (indoor or outdoor air quality)					
Work / live in remote field sites					
Use of hazardous equipment (i.e. guns, chainsaws and explosives)					
Swimming/scuba diving					
Work at heights (i.e. towers, poles)					
Exposure to infection, germs or contagious diseases					
Exposure to blood, body fluid or potentially contaminated materials					
Exposure to needles or sharp instruments					
Use of hot equipment (i.e. ovens)					
Exposure to electrical current					
Seeing objects at a distance					
Seeing objects peripherally					
Seeing close work (i.e. typed print)					
Distinguishing colors					
Hearing conversations or sounds					
Hearing via radio or telephone					
Communicating through speech					
Communicating by writing and reading					
Distinguishing odors by smell					
Distinguishing tastes					
Exposure to wild/dangerous animals					
Exposure to insect bites or stings					
Work/travel in boat or small aircraft					
Exposure to aggressive/angry people					
Restraining/grappling with people					
Respiratory protection (negative pressure 1/2 face)					

POSITION: _____

UPDATED: _____

Activity	N/A	NE	O	F	C
Exposure to work in confined spaces					
Potential ergonomic caution areas (typical work activities that are foreseeable):					
Other:					

The preceding identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood-borne Pathogens Standards.

The following is a brief explanation of each rating given above:

- N/A - Not applicable or not required of the position.
- NE - Requirement is present but is not essential to the position.
- O - Occasional (up to 33% of the time) yet essential to the position. For example, a lifeguard swims only occasionally but it is essential that a lifeguard be able to swim.
- F - Frequent (34-66% of the time).
- C - Continuous (over 66% of the time).