

POSITION NOTICE
Internal & External Posting

POSTING DATE: April 20, 2021

Job Title:
Accounting Specialist- Treasury

Job Grade:
8

Division:
Finance

Reporting to (Job Title):
Treasury Manager

Location:
Fairbanks, AK

FLSA:
Regular, non-exempt, non-bargaining

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: Grade 8 \$28.24 hourly; DOE
CLOSING DATE: May 4, 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 a Tobacco Free Campus.

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:	Accounting Specialist – Treasury	Job Location:	Fairbanks	Hours:	8 hours per day, 5 days per week. Additional hours as required.
Reports To:	Treasury Manager	Pay Grade:	8	FLSA:	Non-exempt, non-bargaining unit position.
Reason for Job:	To ensure that the Association has enough cash on hand for operations and approved construction expenditures on a daily basis. To review and reconcile daily cashier sheets and bank accounts and provide daily ACH and wire payment advice to Cash and Capital Credits staff to post. To assist the Treasury Manager in accurately projecting revenues and expenses and during the annual budget process. To perform accounting duties for the Golden Valley Electric Foundation.				

Part II-Position Requirements

Key Accountabilities	Essential Functions
Internal Cash Control	<ul style="list-style-type: none"> • Prepare daily reconciliation reports to identify discrepancies. Responsible for all bank reconciliations • Research and prepare monthly bank fees and other adjustments for Journal Vouchers. • Research outstanding bank and customer account errors and prepare correction requests. • Prepare and post monthly cash over/short and collection fees to the cash system. • Responsible for reconciling external Kiosk reports.
Budget Assistance	<ul style="list-style-type: none"> • Assist Treasury Manager, Controller, and other staff in compiling the annual corporate budget. • Participate in budget/accrual comparisons and reporting.
Administrative Support	<ul style="list-style-type: none"> • Under direction of the Administrative Assistant – Finance and Treasury Manager, convert documents to electronic records. • Prepare assigned work papers, respond to inquiries and provide requested data for Auditors
Foundation Support	<ul style="list-style-type: none"> • Attend Quarterly Foundation Meetings. • Process disbursements. • Prepare bank reconciliations and monthly Foundation financial statements. • Prepare Foundation tax return and related filings
Cash Management and Projections	<ul style="list-style-type: none"> • Assist in maintaining projection models for cash receipts and expenditures. • Record transactions and estimates that affect GVEA bank accounts. • Track interest, cash receipts, adjustments, and expenditures daily and report findings to Treasury Manager. • Download “Previous Day” and EDI reports from GVEA’s bank accounts. • Provide Cash & Capital Credits staff with daily ACH and wire cash detail. • Prepare bank wires for management approval. • Provide backup for the Treasury Manager by reviewing and approving weekly AP runs & wires from a cash needs perspective.
Credit Card Support	<ul style="list-style-type: none"> • Function as the Association’s corporate credit card administrator. • Respond to requests for new/replacement cards, adjust credit limits, and cancel cards due to lost cards, card fraud, or employee terminations. • Distribute the monthly billings to all card holders and create detailed spreadsheet of outstanding charges for Accounts Payable at month end. • Maintain records system for the corporate cards including periodic physical audit.
	<ul style="list-style-type: none"> • Other duties as assigned.

Part III-Job Specifications

EDUCATION: <ul style="list-style-type: none"> • Associate degree in Accounting 	SKILLS: <ul style="list-style-type: none"> • Demonstrated understanding of Generally Accepted Accounting Principles (GAAP) with an emphasis in cash handling/reconciliation and accounts payable. • Demonstrated knowledge of modern banking tools and practices. • Must possess strong organizational skills and maintain excellent attention to detail. • Must possess the ability to maintain confidential information. • Ability to effectively coordinate workflow with other areas and work in a team environment. • Demonstrated desktop computing skills including proficiency in Microsoft Office Suite, and the ability to operate common office equipment including photocopier, printer, fax, scanner and multi-line telephones. • Demonstrated 10-key proficiency.
CERTIFICATIONS/LICENSES: <ul style="list-style-type: none"> • 	WORK ENVIRONMENT: <ul style="list-style-type: none"> • Office environment.
DIRECT REPORTS TO THIS POSITION: <ul style="list-style-type: none"> • Not applicable. 	PHYSICAL REQUIREMENTS: <ul style="list-style-type: none"> • See attachment.
EXPERIENCE: <ul style="list-style-type: none"> • Five years' experience in a similar position. 	ON-THE-JOB DEVELOPMENT REQUIREMENTS: <ul style="list-style-type: none"> • 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.
Updated as of 04/15/2021	

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).