



WashingtonEMC

Staff Accountant

Classification:

Hourly, Non-Exempt Employee

Reports To:

Accounting Manager

Revision Date:

July 27, 2026

JOB DESCRIPTION

Position Summary

This position provides accurate and complete payment of invoices to vendors according to cooperative accounting practices and procedures. Maintain subsidiary ledgers, assist in member and power billing activities, reconciliation of bank accounts, preparation of various journal entries and other accounting duties as assigned.

Major Responsibilities

- a) Prepares a variety of reports, which may require the application of accounting principles, investigation, verification, classification, reconciling and recording of data.
- b) Reconciles bank statement.
- c) Reconciles monthly reports as required. Posts data to, balances and maintains various journals and ledgers.
- d) Receives and reconciles customer ACH notifications within the Cooperatives billing software.
- e) Prepares accounts payable checks and miscellaneous correspondence.
- f) Opens mail, processes payments and provides support to the billing department.
- g) Assists in month-end and year-end closing of general ledger and associated reconciliations.
- h) Acts as a back up to the Cooperative's monthly billing process.
- i) Files all necessary tax returns and forms for cooperative.
- j) Assists Accounting Manager as needed.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities.

The Staff Accountant shall be required to perform any other duties assigned in order to fulfill the objectives of the Corporation.

External Relationships

Consumer-Members: Responds to inquiries, provides advice and assistance and promotes cooperative programs, plans and services.

General Public: Maintains good relations in all contacts with the general public.

Vendors: Maintains good relationship with NISC, RUS, CFC, NRECA, Auditors, etc. Works with vendors to assist with WEMC business as needed.

Position Specifications

Basic Qualifications

- (a) Job Knowledge, Training and Experience: Position is required to perform a variety of mathematical calculations in the completion of duties. A knowledge of bookkeeping and/or general accounting practices and procedures is required. This is normally acquired through the completion of commercial courses leading to a high school diploma or equivalent. Previous experience should include exposure to general accounting activities. Must be able to acquire within a reasonable time span knowledge of the RUS Uniform System of Accounts. Significant progressively responsible experience in a general accounting function in a utility environment is required.
- (b) Equipment Operated: Computer terminals, printers, photocopier, organizational vehicle, fax, telephone, shredder and 10 key calculator. Must have valid Georgia Driver's license. Must be eligible to be and remain insured as a driver by the Cooperative's group liability policy for the automotive fleet.
- (c) Abilities and Skills: Must be able to organize work to meet deadlines. Prepare reports and other documents which require a high degree of accuracy and attention to detail. Good oral and written communications skills required. Additional classes for certifications may be necessary. Applicant must be willing and able to pass such training.
- (d) Physical Effort: Must be able to perform the activities listed in the position description. A majority of the activities are performed sitting at a desk.
- (e) Working Conditions: Consists mainly of routine office work indoors. Some irregular hours may be required.

Preferred Qualifications

- (a) Job Knowledge, Training and Experience: 5 or more years of experience in accounting or similar field of work.
- (b) Bachelor's Degree in accounting highly preferred.

After an offer of employment has been made, a background check and physical examination is required, which will include both alcohol and drug testing.