



Internal/External Job Posting

Job Title: Staff Accountant	Posting Time Frame: January 31, 2024 until filled
Reports To: Chief Financial Officer	

The following position will be posted internally and externally until filled. If you are interested or have questions, please contact Carol Macy at 307-365-6065. Applications and Resumes should be submitted through our website at www.highwest.coop This position is based in Pine Bluffs, WY.

POSITION SUMMARY:

To accurately record and interpret assigned financial and accounting transactions consistent with approved and prescribed accounting practices and procedures.

ESSENTIAL DUTIES AND TASKS:

1. Exudes our core values: Friendly, Innovative, Integrity, and Hardworking.
2. Communicates the High West mission, goals, and strategies.
3. Exhibits excellent customer service both externally with members/customers and internally with High West employees (cooperation, timely paperwork, etc.).
4. Assist in maintaining the security of the company's assets and data from hazards, including physical and cyber.
5. Assist in the preparation of accurate and timely financial reports that satisfy accounting guidelines and procedures.
6. Assist in preparing monthly and other periodic financial reports and records, including Income Statements, Balance Sheets, RUS Form 7, and other statistical and comparative analysis.
7. Assist with Accounts Payable, which includes the evaluation of all invoices to ensure accuracy of coding, applicable taxes, and proper approval prior to payment.
8. Prepare or assist in the preparation of bank reconciliations.
9. Reconcile various subsidiary accounts as assigned.
10. Assist in or prepare year-end property tax filings.
11. Assist in or file monthly sales tax filings.
12. Develop a working knowledge of RUS accounting procedures and processes.

13. Assist with work order construction transactions, retirements, continuing property records and inventory controls as directed.
14. Assist in researching work orders and capitalizing/closing work orders to plant.
15. Assist with maintaining the cash journal and coordinate with management concerning loan and power bill payments, temporary cash investments and extraordinary cash disbursements.
16. Assist with audits and other financial processes.
17. Assist in month-end/year-end closing, audits and filings as needed.
18. Assist with the preparation of sales and use tax, county tax, franchise tax, highway tax, and other tax filings as needed.
19. Prepares 1099 and 1096 Forms, distributes to vendors, prepares a summary report, and sends to the IRS.
20. Assist co-workers and management as needed.
21. Serves on committees as requested.
22. Performs other duties as assigned.

WORKING/ENVIRONMENTAL CONDITIONS:

Work is performed primarily indoors, sitting at a desk or table. The position is required to operate a company passenger vehicle and maintain a valid driver's license.

To maintain a safe working environment, each High West employee shall:

- Adhere to the High West Safety Manual and abide by the rules adopted by the Cooperative and applicable governmental regulations.
- Attend and participate in High West Safety Meetings as assigned.
- Comply with all NESC, OSHA, DOT, PSC, and Federal Motor Carrier regulations.
- Take responsibility for their own safe work practices and the safety of others.

PHYSICAL REQUIREMENTS (IF ANY):

Intermittent standing, stooping, bending, and walking. Lifting objects up to 10 pounds may be required. Reasonable accommodations may be provided for those who can perform the essential duties of the job.

SPECIALIZED SKILLS, ABILITIES, AND KNOWLEDGE:

- Successful performance on pre-employment tests may be required.

- The incumbent must be able to pass any required drug tests, alcohol tests, new hire physical examination and background checks. The incumbent must be able to maintain the confidentiality of any information s/he encounters.
- A thorough knowledge of double-entry accounting, financial statement preparation, interpretation, and tax regulations.
- A working knowledge of accounting processes for Accounts Payable, including Chart of Accounts familiarity for proper classification of expenses.
- Ability to read and interpret financial statements.
- Experience with iVUE software preferred.
- Proficient knowledge of Microsoft Word and Excel required.

MACHINES, TOOLS, AND EQUIPMENT:

Tools and equipment could include, but are not limited to:

- Computer and basic office equipment.

QUALIFICATIONS:

- A four-year degree in accounting, business administration, or another finance degree, or five to seven years of direct accounting experience in an electric utility environment.

This job description is not intended to be all-inclusive. An employee will also perform other reasonably related business duties as assigned by the immediate supervisor and other management as required.

❖ **The Company reserves the right to revise and alter this job description as needed.**

We are an Equal Opportunity Employer, Females/Minority/Veterans/Disabled/Sexual Orientation/Gender Identity.