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# CENTRAL ELECTRIC COOPERATIVE, INC.

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## JOB POSTING

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### New Job Opening Announcement

**Date:** April 11, 2019  
**Position:** Sr. Accountant/Work Order Specialist  
**Department:** Finance and Accounting  
**Starting Date:** ASAP  
**Salary:** Commensurate with experience and abilities

**Requirements:** To back up the Controller and control/manage CEC plant assets.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Monthly Reconciliation: perform bank reconciliation for CEC general and dividend accounts; process bank statement downloads; run import checks to clear; process all cash deposits and cash disbursement and reconcile with bank statements; ensure all un-reconciled items are listed, tying bank ending balance with GL ending balance; troubleshoot errors/discrepancies until resolved/balanced
- Reconciliations: balance accounts on balance sheet including line extension, plant accounts and other balance sheet accounts; balance CEC Resources books
- Back up payroll, cash posting and accounts payable
- Assist with budget development, monitoring, capital reports and audit
- Close: run report, pull all jobs with construction completion date; review report for: jobs to close (60 days old), voids and variances between actual and estimate; if a job is a capital project or of a large dollar value (>\$100k) verify with engineer all costs are in before closing; run work order month end process – review record unit allocation and supplemental costs before updating record units to plant records; prepare monthly reports for Senior Staff
- Billing: third party damage – send out pre-bill notification letter; once billing information and back up are approved by Director of Operations, generate bill; send to responsible party/insurance company; respond to questions/concerns from responsible party/insurance company
- Work Orders: receive information about loan designation, customer and job type; key all information into Work Order module and notify Engineering Services Representative to set up job jacket; respond to engineer questions about job costs/balances, labor hours and funds received; maintain and verify static information; enter job construction completion date; photo copy and file job paperwork on jobs for review; review relocations, upgrades and backbones for additional billings or refunds; run work order balancing report for charges and payroll report for job charges using template to compare actual to estimate

**QUALIFICATIONS:**

- Four-year degree required preferable in accounting, economics or financing. Prefer two to four years of public accounting experience.
- Must demonstrate attention to detail. Must be able to deal with difficult situations and communications. Communicate with all areas of the company and vendors.
- Must have knowledge of accounting principles and practices, accounting records, balance sheets, work order processes, depreciation, purchase orders, invoicing, billing, reconciliation, reporting and report writing. Must be familiar with all Microsoft Office programs, Access databases and 10-key.

**Contact:** Questions or interest: Contact Lisa Gwynn at [lgwynn@cec.coop](mailto:lgwynn@cec.coop)

**Deadline:** Close of business – Friday, April 26, 2019