

BARROW UTILITIES & ELECTRIC COOPERATIVE, INC.

POSITION DESCRIPTION: ACCOUNTING MANAGER

I. OBJECTIVES:

To provide efficient and accurate accounting of the records of the Cooperative in accordance with the Federal Accounting Requirements and in accordance with the standards of the Regulatory Commission of Alaska and the management of BUECI.

II. REPORTING RELATIONSHIPS:

Supervisor: Administrative Manager

III. DUTIES AND RESPONSIBILITIES:

- A. Maintains quality and standard of a PC Network computer system operation.
- B. Maintain procedure manual to assure proper methods of entering data and obtaining necessary reports.
- C. Monitor all accounting data entered into the computer to assure accuracy and proper accounting procedures.
- D. Enter all accounting data to the General Ledger and prepare monthly reports for management and monthly reports for Board approval.
- E. Maintain backup procedures on and off premises in cooperation with the Systems Operator.
- F. Prepare reports necessary for reporting to IRS and other reporting agencies.
- G. Monitor Employer Insurance Plans to insure proper coverage for operations.
- H. Monitor Employee Insurance Plans to ensure proper coverage and handling of claims.
- I. Maintain plant records for work order construction and retirement. Also the purchase of new fixed assets and retirement of fixed assets.
- J. Monitor depreciation rates and prepare recommendations for adjustments as needed.
- K. Assist in the annual preparation of the operating budget and 10 year forecast.
- L. Monitor Record Retention requirements.
- M. Mentor with the Administrative Manager and the General Manager to assure continuity of accounting practices & procedures in the absence of the Administrative Manager.

IV. RELATIONSHIPS:

A. INTERNAL

- i. General Manager: Confer on matters concerning proper accounting procedures to be used.
- ii. Administrative Manager: Confer and discuss duties and responsibilities so that objectives of this job description are fulfilled.
- iii. All employees: Confer and advise on matters concerning proper accounting procedures to be used. Maintain a cooperative and friendly relationship with all contacts.

- B. External
 - i. Members and General Public: Maintain a cooperative and friendly relationship with all contacts.
- V. Qualifications:
 - A. Minimum of two years post high school studies in accounting and business related courses.
 - B. Four or more years accounting experience either directly with a Utility Cooperative or with an Accounting Firm and has utility accounts experience.
 - C. Shall have knowledge of functions such as:
 - i. Billing and Accounts Receivable records.
 - ii. Payroll accounting records.
 - iii. Accounts Payable records.
 - iv. Utility Plant/Fixed Asset record keeping.
 - v. Inventory record keeping.
 - vi. Familiar with Federal Regulatory Commission Uniform System of Accounts.
 - vii. Familiar with PC Network Server and Windows System.
 - viii. General filing of records.
 - ix. Preparation of Financial Statements and Graphics.
 - D. Other Qualifications
 - i. Must be neatly groomed and have positive inter personnel skills.
 - ii. Must be dependable and have ability to work independently.
 - iii. Must have neat legible handwriting.
 - iv. Must be able to operate a calculator proficiently.
 - v. Must have good typing ability.

Date Adopted _____

Approval by _____