

THE SEDGWICK COUNTY ELECTRIC COOPERATIVE ASSN. INC.  
Cheney, Kansas

**TITLE: ACCOUNTING ASSISTANT**

**REPORTS TO: OFFICE MANAGER**

**MINIMUM QUALIFICATIONS**

An associate's degree in accounting, business or secretarial or equivalent is required.  
A bachelor's degree in one of the fields listed is preferred.  
Equivalent combination of training and experience in a related field may be considered.  
Significant previous experience in general office administration, with an electric utility or related type of organization is highly desirable.

Must be able to use computer terminal and person computers. Must be able to organize work to meet deadlines and handle a variety of tasks, which require accuracy and attention to detail.

Must have a valid Kansas driver's license.

**PERSONAL & PHYSICAL CHARACTERISTICS**

Must be of highest integrity, dependable, have high morals and good personal habits.  
Must be able to meet people easily and adjust quickly to varying personality traits.  
Must be patient, courteous, tactful and friendly.  
Must live within easy commuting distance of the Cooperative.  
Must meet essential physical and mental demands (see attached).

**RESPONSIBILITIES**

The responsibilities of the Accounting Assistant are and include:

1. Picks up mail from post office and opens payments.
2. Opens drop box payments.
3. Balance daily receipts and posts daily payments.
4. Handles billing inquiries.
5. Files accounts payable invoices, journals, etc.
6. Answers phone and monitors counter.
7. Assists with Annual Meeting, as needed.
8. Receives trouble calls after normal working hours, weekends, or holidays as requested and takes necessary action.
9. Performs such other work as requested by the Office Manager.
10. Able to react to change productively and to handle other tasks as needed.
11. Attend and Participate in Job Safety and Training programs.
12. To be constantly aware of working hazards and make recommendations for safer working conditions.

**OTHER DUTIES AND RESPONSIBILITIES**

To perform such other work as requested by the Office Manager or Accountant.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Ability to read and interpret documents such as our Rules & Regulations, rate tariffs, RUS bulletin, tax instructions, and procedure manuals.

Ability to write routine reports and correspondence.

Must be able to communicate effectively over the telephone and via two-way radio.

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages.

Ability to apply concepts of basic math, basic algebra and geometry.

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.

Must have an effective knowledge of utilities, computers, and general office procedures.

Able to react to change productively and to handle other tasks as needed.

**ESSENTIAL PHYSICAL AND MENTAL DEMANDS**

The Accounting Assistant may occasionally lift and carry up to 30 lbs.

Reaching, handling and fingering are all done frequently when working at the desk, using telephone and communication radio.

Talking and hearing ordinary conversations is constantly necessary to communicate with other employees, members, contractors, etc.

Specific vision abilities required include seeing near, peripheral vision, and the ability to adjust focus.

Mental abilities constantly necessary to competently perform the job are alertness, precision, ingenuity, problem-solving, analytic ability, spatial perception, persuasiveness, speaking ability, memory, concentration, judgment, writing ability, reasoning, initiative, patience, visual discrimination and aesthetic sense.

**WORKING CONDITIONS**

The Accounting Assistant performs the essential functions of this job in a climate controlled office. The noise level is usually moderate.

**SUPERVISORY RESPONSIBILITY**

None

**POSITION CLASSIFICATION** (professional or union): Professional, non-union eligible position

October 2017