



## Midwest Energy & Communications Role Profile

### Accounting Representative

Role ID: ACTREP : Revision: 6

**Reports to:** Subsidiary Accounting Manager

**Status:**

**Department:** Accounting

**Division:** NONE

**Location:**

**Wage Scale:** X

**Wage Level:** All

**Kolbe C:**

**Approved by/Date:** Glenyce Bentzer 05/13/2016

### Role Summary

Is responsible for all functions of accounts payable and payroll. Assists in account reconciliations and general ledger accounting for all lines of business.

### KRA - Key Results Area

This is intended to be only an overview of primary responsibilities for this role. This is not a complete listing of role functions. All Team Members are responsible for assisting the organization with various tasks as directed by management. Special projects and activities may also be created where Team Members talents can best be utilized.

### A/P - A/R

- Process invoices ensuring payment within credit terms when cash flow permits. Monthly reconciliation of accounts payable(s) by the 30th of the month. To insure that no invoices are paid without packing slip (when appropriate) and purchase order is attached.
- Assure that appropriate supervisory approvals are present and account numbers are accurate on time sheets.
- Key Accounts Payable in a timely manner to ensure adequate cash. Verifying cash balances prior to accounts payable check processing. This is for all lines of business.
- To process accounts payable prior to week ending, unless otherwise directed.
- Timely resolution and/or research for accounts payable questions and inquiries. Timely submittal or adjusting journal entries with appropriate documentation attached.
- Assure that all power bills arrive on a timely basis, by approx the 19th of the month but no later than the 20th.
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### Accounting

- To accurately process special equipment invoices, work order invoices, and inventory invoices with the appropriate drop down screens accurately completed.
- Maintenance of Vendor Files (notes, Vendor listing, etc.) as necessary
- Complete assigned reconciliations by the 30th of the month

- Daily monitoring of cash balances to identify borrowing needs
- Timely balance and refresh petty cash on a quarterly basis.
- Process Point of Sale invoices on a timely basis which includes; employee charges ;and miscellaneous billing all of which is due on receipt and assist with collections as necessary.
- Assist and complete assigned projects that are reported monthly, quarterly and annually
- Assist with various duties within the department.
  - 1) Produce special project reporting as requested.
  - 2) Assure that written procedures are kept current.
  - 3) Identify and communicate all related inefficiencies, problems and solutions in order to have an effective and efficient system.
- Assure all accounts are reconciled and accounts are properly stated.
- Timely respond to requests for information from entire accounting staff.
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## Payroll Administration

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- Assure that the union timesheets are in accordance with union contract agreements.
- Process biweekly payroll for all lines of business.
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## Competencies

To perform the role successfully, an individual should demonstrate the following competencies:

- Accuracy - Completes work that can consistently be relied upon for being correct, well founded, detailed, and thorough in its outcome.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Bottom-line - Simplifies work and avoids getting bogged down in detail; Makes presentations by providing summaries without long detailed explanations; Generalizes situations to keep group moving forward.
- Customer\* Service - Manages difficult or emotional customer situations; Good listener; Responds promptly and effectively to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance in a friendly, productive manner; Meets commitments. \* - Denotes internal and/or external customers
- Dependability - Follows procedures, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits time necessary to reach goals; Meets deadlines or notifies appropriate person with an alternate plan.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.

## Qualifications

To perform this role successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education/Experience:

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This role requires the following related education or equivalent combination with experience and training.

### Skills & Proficiencies:

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- Accounting *Level 2 - Basic. High school proficiency level.*
- Communication Skills *Level 3 - Intermediate. Up to 5 years and can work with little assistance.*
- Computer Skills *Level 3 - Intermediate. Up to 5 years and can work with little assistance.*
- Data Entry *Level 4 - Advanced. Proficient to work independent and train others.*
- Language - English *Level 3 - Intermediate. Up to 5 years and can work with little assistance.*
- Mathematics *Level 4 - Advanced. Proficient to work independent and train others.*

- MS Office 2007 *Level 4 - Advanced. Proficient to work independent and train others.*
- Organizational Skills *Level 3 - Intermediate. Up to 5 years and can work with little assistance.*
- Reasoning *Level 3 - Intermediate. Up to 5 years and can work with little assistance.*

## Certificates/Licenses:

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- Valid Drivers License

## Supervisory Responsibilities

- None - This job has no supervisory responsibilities.

## Training Requirements

The following training may be required for this position.

## Activities

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## Work Environment

The work environment characteristics described here are representative of what a Team Member encounters while performing the essential functions of this role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Open office or cubicle
- Use of personal vehicle may be required
- Works as part of a team

## Physical Demands

While performing the duties of this role, the Team Member is regularly or occasionally required to meet the following physical demands. To assure safety, Team Members in this role must be able to complete the following physical requirements

- Lift 10-50 pounds
- Minimum 30% sitting
- Noise - Moderate
- Travel - Less than 30%
- Vision - Ability to adjust focus
- Vision - Close
- Vision - Color

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