

# Position Description

## Accounting Clerk – Purchasing



### POSITION SUMMARY:

Performs functions necessary to ensure accurate and timely procurement of all inventory & non-inventory material. Also responsible for accurate accounting of all fixed asset and fleet transactions, in addition to various agency and government reporting. The Purchasing Accounting Clerk will ensure internal and external compliance to cooperative policies and regulatory agency requirements.

### DUTIES AND RESPONSIBILITIES:

- Completes the purchase of all inventory, fleet, fixed asset, and department needs, ensuring accurate/adequate and timely quantities in support of daily operational requirements.
- Conducts all fleet transactions, consisting of AP invoices, fuel system and service ticket processing, license plate and title procurement, tax and refund filing.
- Tracks, monitors, and reports on Fixed Asset/depreciation transactions (General Plant & Special Equipment) ensuring adherence with co-op policy.
- Prepares GL account reconciliations, and other month-end transactions in support of the co-op's financials.
- Backup to other accounting clerk positions.
- Other duties as assigned by supervisor.

### QUALIFICATIONS:

#### Required Education and Experience:

- High School diploma or equivalent.
- Two-year Accounting/Business degree OR 2+ years of related experience.

#### Knowledge, Skills and Abilities:

- Excellent written/verbal communication skills.
- Ability to keep privileged information confidential.
- Strong decision making and problem-solving skills.
- Strong organization skills with proficiency in Microsoft Outlook, Excel, and Word; experience with accounting software packages.
- Working knowledge of generally accepted accounting principles (GAAP), the Uniform System of Accounts (RUS).
- Able to work both independently and as part of a team.
- Demonstrated success in handling multiple tasks simultaneously while ensuring internal/external customer needs and deadlines are met.
- Lives the Spirit of our Co-op.

Applicant must be committed to providing service beyond members' expectations and follow through on commitments. If interested in applying, please send resume to Human Resources @ [jobs@mvec.net](mailto:jobs@mvec.net) by **January 24<sup>th</sup>, 2020**.

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