


Position Posting

MVEC

MINNESOTA VALLEY ELECTRIC COOPERATIVE

A Touchstone Energy® Cooperative 

Cost Accountant

The **Cost Accountant** is responsible for accurately accounting and reporting for the total costs of the electric utility plant constructed and their related records required by the USDA-RUS. This requires accounting for the overall activity of the work order process and asset management, assuring the integrity and timeliness of the work order process for the completion of required loan documents, ensuring internal and external compliance with cooperative policies and regulatory agencies. This is an integral cross departmental position, working with Operations and Engineering.

Duties and Responsibilities:

- Process, reconcile, analyze, and report on all aspects of work orders: Pick lists, Staking Sheet, CPR Units, Assembly units, and Inventory Materials to validate the data as it pertains to RUS and GAAP Accounting.
- Responsible for Plant Asset Accounting and Reconciliation including Special Equipment along with the annual calculation for installation costs, General Plant, and the Depreciation Process. Prepare work paper detail related to inventories and assets. Maintain loan application data sheet.
- Reviews and submits for payment: invoices for accuracy and general ledger coding, then submits invoices for payment.
- Oversees and assists with monthly cycle counts and physical inventories, reconciles discrepancies with the warehouse staff to ensure accurate accounting for all MVEC material. Performs monthly reconciliation and close.
- Backup to other accounting positions.
- Lives the Spirit of Our Cooperative.

Required Qualifications:

- Associate degree in accounting or finance and 4+ years of related experience **OR** bachelor's degree in accounting or finance
- Excellent written/verbal communication skills
- Ability to keep privileged information confidential
- Aptitude for setting priorities while efficiently performing duties and creating an atmosphere that reflects professionalism, consistent with the objectives of the cooperative.
- Demonstrate initiative and motivation to organize and complete tasks and meet deadlines, acting independently and with minimum supervision and direction, and interacts with persons at all levels.
- Ability to accomplish/complete a task while demonstrating a thorough concern for all the areas involved, no matter how small.
- Detail oriented
- Proficient in Microsoft Office Suite

Preferred Qualifications:

- Working knowledge of generally accepted accounting principles (GAAP) and the Uniform System of Accounts (RUS)

Potential for future hybrid work schedule after one year of employment. Office located in Jordan, Minnesota.

Applicant must be committed to providing service beyond members' expectations and lead by example. To apply, please submit a resume to jobs@mvec.net. Position open until filled. Preference to applicants that apply by **Wednesday, March 29th, 2023.**

Equal Opportunity Employer

Our Mission: To create exceptional member experiences, while safely providing reliable energy at cost.

Minnesota Valley Electric Cooperative is an equal opportunity provider and employer