

Position Posting



MINNESOTA VALLEY ELECTRIC COOPERATIVE

A Touchstone Energy® Cooperative 

Accounts Payable Clerk

The **Accounts Payable Clerk** is responsible for entering and processing invoices timely via MVEC's accounts payable processes. Issue Vendor payments weekly according to leverage vendor discounts and according to vendor terms and/or on an as needed basis. Prepare periodic reporting and reconciling AP subsidiary ledger balance to the accounts payable general ledger balance.

At MVEC we are a Team! Team Members are empowered to spend most of their time doing MVEC's hands-on work.

Leading by example, a Team Member's focus is to:

- Successfully carry out daily work, implement process improvements, suggest new ideas, serve on Teams, and proactively identify and resolve problems.
- Participate in setting goals and investigate training opportunities to build their skill set which allows work objectives to further the cooperative's strategy.
- Work cooperatively across departments, communicate effectively and be responsive.

All Team Members are accountable to MVEC's vision and mission, serving the membership and Team with servant leadership, dedication to safety and following the Team Member handbook.

Duties and Responsibilities:

- Enter and review invoices for accuracy including sales tax. Processes payments to leverage vendor discounts and within vendor terms. Respond to vendor billing inquiries and review that their statements reflect MVEC's payments. Reconcile AP Subsidiary Ledger to the AP General Ledger.
- Periodic, Monthly and Annual Reporting such as Annual 1099s, Account Reconciliations, Board of Director, and AP monthly close.
- Enter and process all MVEC's corporate credit card transactions while ensuring supporting documentation is included and transactions reconcile to the monthly statement, submit transactions without documentation/compliance with MVEC policies for employee payroll deductions.
- Maintain Vendor 1099 Classification: address, payment terms, payment method, and tax identification number per current W9.
- Serve as a backup to Accounting - Cashier Coverage, Unclaimed Property Process, Operation Roundup, other miscellaneous assignments.
- Duties as assigned by Supervisor.

Required Qualifications:

- High School Diploma or equivalent
- 2 years of related work experience
- Proficient in the use of Microsoft Office, Intermediate skillset in Excel, Outlook and Word.
- Excellent written/verbal communication skills and 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, complete tasks, and meet deadlines, while acting independently with minimum supervision and direction, for all levels of the organization.
- Ability to accomplish/complete a task while demonstrating a thorough concern for all the areas involved.

Preferred Qualifications:

- 2 year associate degree in accounting or related field
- Working knowledge of generally accepted accounting principles (GAAP)

Applicants 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 **Thursday, February 1, 2024**.

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