

Poudre Valley Rural Electric Association, Inc.
Job Description

POSITION: Staff Accountant
DEPARTMENT: Finance
REPORTS TO: Controller
CLASSIFICATION: Full-time (Salary, Exempt)

POSITION SUMMARY

The Staff Accountant plays a key role in supporting the financial accuracy and operational efficiency of the Association through tasks such as preparing journal entries, reconciling accounts, maintaining fixed asset and depreciation records, and assisting with month-end close. The role also contributes to tax reporting, budgeting, regulatory filings, and audits. Working cross-functionally, the Staff Accountant helps ensure accurate reporting, strengthens internal controls, and identifies process improvements—all in support of the cooperative's mission to deliver reliable, affordable energy.

ESSENTIAL JOB FUNCTIONS

Assigned with or without reasonable accommodation.

- Prepare, record and review journal entries and compile supporting documentation during the normal course of business.
- Complete the fixed asset accounting including work order and special equipment capitalization, depreciation calculation, additions/retirements, tagging, reconciliation, and periodic physical inventory of general plant.
- Reconcile general ledger accounts, including bank reconciliations; research and resolve discrepancies.
- Prepare special reports, accounting analyses, calculations and allocations, as required; recommend/implement improvements for efficiency.
- Identify opportunities for improving business processes through information systems and/or non-system driver changes; assist in the preparation of proposals to develop new systems and/or operational changes.
- Prepare, review, and submit sales & use tax and franchise fee forms & payments.
- Provide the required data to support the filing of the Federal and State Regulatory reports.
- Support the development of the annual budget process including analyzing and reporting cost variances.
- Work cross-functionally with other departments to increase financial reporting accuracy and complete ad hoc projects, tasks, and reports when requested.
- Collaborate with other departments to ensure financial accuracy and resolve discrepancies.
- Demonstrate organizational skills and ability to set and follow priorities.
- Maintain documentation and procedure to support internal controls and audit requirements.
- Continue education through membership in related organizations and attending meetings, classes, and seminars in related areas.

Poudre Valley Rural Electric Association, Inc.
Job Description

STANDARDS OF EXCELLENCE

These duties reflect the cooperative's mission and purpose, and they are required of all employees.

- Work according to the safety rules and company policies adopted by PVREA and is responsible for own safety and reports all accidents in accordance with Association policies.
- Adhere to the cybersecurity policies, procedures, and practices as adopted by PVREA and is responsible for participating in cybersecurity training and awareness exercises.
- Exhibits integrity and demonstrates ethical behavior in everyday business conduct.
- Support the strategic goals of the organization in accordance with the Association's Strategic Plan.
- Interact with all departments of the Association as well as with members, the public, other utility personnel, governmental agencies, and equipment vendors in a kind, courteous and professional manner.
- Collaborate effectively and successfully with fellow employees to achieve department and company-wide goals and build a team-focused environment.
- Assist in the emergency restoration of facilities during storms or general outages.
- Regular and predictable attendance are essential functions of the position.
- Performs other duties within capabilities as directed by supervisors.

JOB QUALIFICATIONS

Education and/or formal training needed: Bachelor's degree in accounting is required.

Experience needed: Minimum of three (3) years of progressive accounting experience; electric utility or cooperative accounting experience strongly preferred. Experience with FERC/RUS accounting standards is highly desirable.

Knowledge, skill and abilities needed:

- Strong knowledge of accounting allocation procedures, account validation rules, and the interrelationship of accounting systems with the general ledger.
- Good understanding of local, state, and federal regulations related to accounting and tax, as well as familiarity with current developments in the field.
- Proficiency in Microsoft Office Suite with advanced expertise in Microsoft Excel.
- Clear written and verbal communication skills.
- Ability to organize and document procedures in a logical and methodical manner.
- Strong time management skills and excellent attention to detail.
- Self-motivated with the ability to work independently.
- Ability to handle confidential information with discretion.
- Strong interpersonal skills and the ability to work effectively in a team environment.

Drug/Alcohol: A drug/alcohol test is administered to all job offer recipients, as well as a background check.

Driving: Must possess a valid Colorado Driver's License and operate a company non-DOT vehicle.

Mental Demands: This employee must be able to work well with the public, Association members, and other Association employees. This employee needs to be able to remember what was done and schedule and



Poudre Valley Rural Electric Association, Inc.
Job Description

prioritize future work, stay alert even when the work is repetitious, and work well with detail. Mental abilities necessary to competently perform this job include problem solving, alertness, precision with figures, analytic ability, speaking ability, memory, concentration, judgment, writing ability and reasoning. Initiative and patience are also useful.

Physical Demands: This employee must be capable of performing the Essential Job Functions of the position with or without reasonable accommodation:

- Fifteen percent of the time each day is spent walking, 5% standing, and 80% sitting.
- Lifting or carrying approximately 20 pounds is done frequently when handling documents.
- On occasion it is necessary to push and pull approximately 10 pounds when opening and closing file drawers.
- Reaching is done frequently when filing, answering phones, and getting papers, books or printouts from overhead shelves or drawers.
- Arm, hand and finger dexterity is needed to operate keyboards and write.
- Talking and hearing normal conversation is done constantly when communicating on the phone or in person.
- Visual dexterity is necessary when looking from print to screen.

MATERIALS AND EQUIPMENT USED

General office equipment, including but not limited to calculator, personal computer, telephone, copy machine and all general office equipment.

COMPENSATION

The starting annual salary range for this position is \$88,110 – \$93,000 (DOQ)

Actual compensation offer to candidate may vary outside of the posted hiring rate based upon work experience, education, and/or skill level.

BENEFITS

- Medical, prescription and dental insurance with 100% employer paid premiums
- Health Savings Account
- Defined benefit pension plan
- 401(k) plan
- Life insurance
- Paid holidays, vacation, and sick leave
- Wellness programs
- Tuition reimbursement
- Employee assistance program

WORKING CONDITIONS

This job is performed inside an office building at normal temperature ranges. The estimated noise level is 50-90 decibels.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.