

Poudre Valley Rural Electric Association, Inc.
Job Description

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

POSITION SUMMARY

Responsible for performing day-to-day accounting functions and supporting financial operations under the direction of the Controller. This position helps ensure the accuracy and integrity of financial records through journal entries, reconciliations, month-end close activities, capital and work order accounting, tax support, audit documentation, and other general accounting duties. The role also supports purchasing and procurement processes by helping ensure transactions comply with established policies, internal controls, approval authorities, and budget requirements.

ESSENTIAL JOB FUNCTIONS

Assigned with or without reasonable accommodation.

- Prepare, review, and post journal entries, accruals, reallocations, and other recurring accounting transactions to ensure accurate and timely recording in the general ledger.
- Perform and document bank, general ledger, Construction Work in Progress (CWIP), and subledger reconciliations, researching discrepancies and resolving variances in a timely and accurate manner.
- Support month-end close activities by preparing schedules, completing reconciliations, assembling supporting documentation, and helping ensure all assigned deadlines are met.
- Process unbilled revenue entries and assist with billing accrual support to help ensure revenue is recorded accurately and consistently within the appropriate accounting period.
- Track capital spending, maintain CWIP accounts, and support work order activity from project setup through closeout to ensure proper accounting treatment and accurate capital reporting.
- Assist with the preparation of sales, use, franchise, and related tax filings, including the development and maintenance of supporting schedules and documentation.
- Maintain accurate, complete, and organized documentation to support internal and external audits, regulatory requests, and ongoing accounting record retention requirements.
- Maintain fuel card program activities, review transaction records for accuracy and compliance, and support related reconciliations and reporting requirements.
- Process system uploads accurately and on schedule to support complete recordkeeping and reliable financial and operational data.
- File, organize, and retain month-end reports and scheduled system outputs to ensure records are accessible, complete, and properly maintained.
- Initiate purchase requisitions and issue purchase orders in accordance with established purchasing policies, approval requirements, and departmental needs.
- Verify approved work orders, budgets, property authorizations, and approval thresholds prior to purchase order issuance to ensure compliance with internal controls and spending authority.

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- Ensure procurement activities comply with competitive bidding requirements, contract terms, internal policies, and other applicable procedural standards.
- Coordinate with Engineering and Operations regarding material and service needs to support timely purchasing, accurate cost tracking, and effective project execution.
- Monitor cumulative spending against approved budgets and commitments, identifying potential overages or inconsistencies and communicating concerns as appropriate.
- Maintain vendor records and purchasing documentation in accordance with policy, internal control requirements, and record retention standards.

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 as 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 general 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: A bachelor's degree in accounting, finance, or a related field is required.

Experience needed: This employee should have 3–5 years of experience in accounting or purchasing, preferably in a regulated or utility environment. Proven experience in utility accounting, capital projects, and work order systems is strongly desired. Familiarity with ERP systems and purchasing modules is essential, ideally with the NiSC (National Information Solutions Cooperative) platform. Additionally, candidates should have experience supporting audits and preparing regulatory reports.

Knowledge, skill and abilities needed:

- Strong knowledge of accounting allocation procedures, account validation rules, and the interrelationship of accounting systems with the general ledger.

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- 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 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.

WORKING CONDITIONS

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

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.

(continued)



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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

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