Jemez Mountains Electric Cooperative, Inc.

Your Touchstone Energy® Cooperative

Jemez Mountains Electric Cooperative, Inc., (JMEC) is accepting letters of interest/resumes for the position of Accountant 1 for the Espanola District Office. The **Accountant 1** will work under the guidance of the Accounting Manager to assist in managing the daily finance and administrative duties of the Accounting Department. Communicate and participate with the CFO in various accounting and reporting functions. Perform accounting analysis and prepare detailed accounting and financial reports as requested by management. Work to ensure that the financial position of the Cooperative is sound, advances and is in the best interest of the Cooperative. Promote strategic financial decisions of the General Manager. Deal with sensitive issues important to the overall operation of the Cooperative and maintain the highest level of confidentiality.

Required Education, Degrees, Certificates, and/or Licenses:
A Bachelor's Degree in Business Administration with a major in Accounting or Finance is required. Must have the ability to operate a motor vehicle and possess a valid New Mexico driver's license. Must be eligible to be and remain insured as a driver by the Cooperative's group liability policy for the automotive fleet.

Essential Functions/Job Duties:

- Comply with established JMEC safety and operating rules, follow established policies and procedures and generally accepted accounting procedures.
- Prepare and input journal entries to the general ledger. Assist in the analysis of the monthly close out of the general ledger.
- Assist with coding transactions processed through the accounts payable and payroll systems to determine the propriety of account, department, and activity code numbers.
- Assist with analysis of monthly sales tax reports and franchise tax reports, as well as the closing of accounts payable, transportation, work order and fixed assets systems.
- Provide initial reconciliation of all bank statements.
- Prepare annual unclaimed property reports and maintain unclaimed property records.
- Assist with the analysis of monthly and year-to-date financial statements and report results to the Accounting Manager.
- Coordinate the preparation of required governmental and business filings with the Accounting Manager and CFO. Oversee the maintenance of property records.
- Assist the Accounting Manager in the coordination of the year-end audit, tax, and internal audit activities, for report to the CFO.
- Maintain a strict level of confidentiality in all matters. Ensure that work in progress is not left in the open view of non-financial personnel.
- Keep informed of the latest trends and requirements in the accounting and finance fields and make sure that information is filtered to any subordinate personnel in the department. Strive for producing exceptional product and customer service.

Job Requirements and Experience:
A minimum of five (5) years of directly related experience in utility accounting is required. Must have a good understanding of accounting principles and procedures as they relate to the financial management of a rural electric utility. This includes a thorough knowledge of R.U.S. Uniform System of Accounts, including work order procedures and general and subsidiary ledgers to have complete familiarity with the financial operation of a rural electric utility. Must be proficient in the areas of expense analysis, accounts payable, payroll, property recording and long-term debt acquisition. Must be detailed and accurate in analysis and computations. Must be able to work effectively with auditors, possess a high level of interactions with others and have excellent communication skills, both verbally and in writing.

Only those candidates that possess the criteria listed above will be considered.

JMEC offers a competitive salary commensurate with qualifications, along with a comprehensive benefits package. For more information on the position please contact Deborah Leyba.

Applications will be accepted until position has been filled.

Please visit www.jemezcoop.org to obtain an employment application and submit along with your resume and letter of interest to the address below.

Attn: Deborah Leyba, Human Resources
P.O. Box 128 Española, New Mexico 87532
505-753-2105 Ext. 1117
hr@jemezcoop.org