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## Job Title: Accountant (Entry-Level)

Wright-Hennepin Cooperative Electric Association is a member-owned, not-for-profit electric utility that provides power to rural Wright County and western Hennepin County. The cooperative has been a corporate citizen to the area since 1937 and currently serves more than 50,000 electric accounts.

We are hiring! As an essential service, we are continuing to operate. The position is located at our company headquarters in Rockford, MN, 15 miles west of Plymouth on Hwy 55.

The **Accountant** will provide quality accounting and computer knowledge; attain training, and assure the membership is provided with reliable products and services at competitive prices. Attention to detail, accuracy and timeliness are must requirements.

### POSITION RESPONSIBILITIES

- Prepare and enter monthly journal entries and the back-up schedules according to GAAP and RUS's Uniform System of Accounts.
- Assist in preparation of monthly financial statements for all businesses.
  - Operating Statements
  - Balance Sheets
  - Cash Flows
  - Statistical Reports
- Maintain accurate and timely account reconciliations.
- Prepare audit schedules and worksheets as required. Provide the auditors with assistance as requested.
- Assist with preparation and data entry of the annual budget.
- Assist with special projects as requested.
- Back-up to Accounts Payable Specialist.
- Research as requested information for financial services personnel or personnel from other departments.
- Learn procedures and relationships of the overall accounting functions to provide back-up capabilities as needed.
- Attend Cooperative and department meetings, sometimes during non-work hours.

### JOB REQUIREMENTS

- Minimum four-year accounting degree or 2 years equivalent accounting/finance experience
- Sound knowledge of Generally Accepted Accounting Principles (GAAP)
- Ability to multi-task with excellent attention to detail
- Experienced in using Microsoft Office package
- Ability to collaborate and build relationships across departments and business lines
- Ability to work independently at times and exercise sound judgment
- Effective communication skills
- Must adhere to WH's core values of Teamwork, Dependability, Performance, Integrity, Safety and Member/Customer Focused.

## **JOB COMPETENCIES**

### **Member / Customer Service**

- Displays courtesy and sensitivity
- Manages difficult or emotional situations
- Meets commitments
- Responds quickly to member / customer needs

### **Dependability**

- Responds to requests for service and assistance
- Follows instructions, responds to management direction
- Takes responsibility for own actions
- Keeps commitments
- Meets attendance and punctuality guidelines

### **Adaptability**

- Adapts to changes in the work environment
- Manages competing demands
- Accepts criticism and feedback
- Changes approach or method to best fit the situation

### **Productivity**

- Meets productivity standards
- Completes work in a timely manner
- Strives to increase productivity
- Achieves established goals

### **Self-Management**

- Regulates impact of own emotions upon others
- Remains focused and energized under stress
- Accepts criticism and recovers quickly from setbacks
- Projects realistic self-confidence in abilities

## **WORKING CONDITIONS**

Work in a climate-controlled office environment with minimal physical exertion. Activities include work at the computer terminal and interaction with Wright-Hennepin personnel via verbal, written, and computer technology communication.