

Plant Accountant

Appalachian Electric Cooperative (AEC) is a Rural Electric Cooperative serving parts of Jefferson, Grainger, Hamblen, and Sevier counties in East Tennessee. We currently have an opportunity for a Plant Accountant in our New Market, Tennessee office. AEC offers a highly competitive total compensation package.

The Plant Accountant develops work plans necessary to efficiently carry out the work assignments. This position requires an in-depth knowledge of work order and job order accounting, inventory, payables, receivables, and continuing property records. Familiarity with normal accounting procedures, including the Uniform System of Accounts as required by REA a plus.

Job Qualifications

A Bachelor's degree in Accounting, Business Administration, or related field is required. Five to seven years of experience in plant or general accounting is desired. Experience in a Electric Cooperative or Municipality is a plus.

Essential Job Functions

- Maintains current, up-to-date listing of all work orders and job orders for all departments.
- Coordinates and assigns appropriate labor, employee expense, material, and overhead charges to designated projects in accordance with established RUS, CFC, and AEC procedures.
- Reviews completed work orders and job orders to assure accurate assignment of all costs prior to preparation of REA Form 219 "Inventory of Work Orders", in conformance with REA Bulletin 184-2 and/or assignment of costs to appropriate utility plant or expense accounts.
- Maintains complete, accurate record of materials and equipment received and disbursed, which includes keying monthly inventory tickets into material inventory program, assignment of account distribution, recording of all purchases, generation of various inventory reports, and coordination of inventory with general ledger control account to assure accurate monthly balances.
- Maintains accurate and up-to-date Continuing Property Records (CPRs) on Total Utility Plant in accordance with REA and AEC requirements.
- Balances all utility plant records with general ledger control accounts, monthly, to assure accuracy.
- Prepares journal entries in accordance with established procedures for depreciation and other plant accounts.
- Maintains subsidiaries relating to accounts receivable, all utility plant, materials and any other subsidiary which may be assigned.

Appalachian Electric Cooperative is an Equal Opportunity Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability, or veteran status.