1. **JOB OBJECTIVE:**

   This position is responsible for, but not limited to, maintaining accurate and up-to-date records of all work order and inventory information at MWEC and any other duties deemed necessary by the Business Manager.

2. **QUALIFICATIONS:**

   Applicants must have a Bachelor’s or Associate’s degree in accounting or comparable field. Applicants should have experience or training in data processing, typing, accounting, and office machines.

3. **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

   a) Performs basic professional accounting data entry
   b) Applies regular applications of accounting systems
   c) Prepares reports for management as needed
   d) Coordinates work order and property record activities
   e) Maintains the work order records (Work in Progress)
   f) Provides monthly list of open work orders for each department
   g) Enters material received and contractor labor invoices into accounts payable system then routes the invoices to appropriate personnel for approval.
   h) Enters fleet maintenance records: material received, change outs, mileage, etc.
   i) Works with warehouse and fleet maintenance supervisor during inventory reconciling counts to inventory shown
   j) Provides effective work order and inventory support and information to MWEC.
   k) May be asked to perform payroll functions.
   l) Performs any other duties assigned in order to fulfill the objective of the Cooperative.

4. **KNOWLEDGE, SKILLS, AND ABILITIES:**

   a) Ability to perform basic professional accounting data entry
   b) Ability to manipulate regular applications of accounting system
   c) Ability to understand and apply principles, theories, concepts, and practices of accounting
   d) Ability to prepare and manipulate reports for management using Microsoft Office (ie. Excel, Word, etc.) and other office systems as needed
   e) Ability to maintain organized and efficient inventory and record keeping
5. BUSINESS AND RELATIONSHPES:

a) This position receives oral and written work assignments from the Business Manager and refers problems to that position.

b) The individual is responsible for performing all duties in a safe, efficient manner in compliance with all state and federal laws, MWEC policies, and safety regulations.

c) Specific Internal contacts include material warehouse supervisors for inventory operations and customer service representatives for work orders, along with other Mountrail-Williams Electric Cooperative employees in the performance of duties.

d) This position works under the supervision and frequently receives work direction from the Business Manager.

e) The individual responds to routine inquiries, but refers non-routine questions to the Business Manager.

f) This position has contact with staff, visitors and all MWEC personnel.

6. WORKING CONDITIONS:

The position requires an individual to be able to work in a non-smoking office setting for eight hours a day, five days a week.

7. PHYSICAL REQUIREMENTS:

This position requires:

a) Continuous sitting

b) Frequent lifting of ten pounds or less

c) Reaching above and below shoulder level

d) Use of keyboard/computer

e) Occasional standing, walking, bending, climbing stairs, and kneeling

f) Lifting up to 50 pounds

g) Good finger dexterity, hearing, and color vision

h) The ability to communicate effectively with supervisor and MWEC staff

i) Able to read, write and perform basic arithmetic

j) Ability to work weigh and measure a postage meter and use other basic office equipment

8. DISCLAIMER:

a) This job description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required.

b) MWEC reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Management reserves the right to change job descriptions, job duties, or working schedules based on its duty to accommodate individuals with disabilities.