

**JOB DESCRIPTION
FOR
ASSISTANT ACCOUNTING SUPERVISOR
ARAB ELECTRIC COOPERATIVE, INC.**

1. Under the general supervision of the General Manager and the direct supervision of the Accounting Supervisor.
2. Duties and Responsibilities

The person holding this position should be someone who is a fast learner, highly skilled and responsible for being very accurate in all phases of accounting. They must be self-motivated individual, punctual, willing to cooperate and work with others, and accomplish quality work. Must have regard and respect for the member/owners they serve.

General Accounting knowledge:

- Share responsibility for all accounting function of the Cooperative.
- Maintain records in a fashion required by T.V.A., R.U.S. and C.P.A. Auditors.
- Assist with T.V.A. Reports, budget preparation and reports.
- Calculate and pay taxes for local, state & federal governments, including payroll taxes On a timely basis.
- Assist in preparing T.V.A. annual reports and monthly reports.
- Be aware and maintain a schedule of all activities and events that must be time sensitive initiated to keep the flow of work fluid and in progression.
- Have and maintain knowledge of computer programs and changes to keep a smooth flow of information from the accounting department to all other A.E.C. departments such as accounts receivables, meter department and construction, maintenance departments and customer service departments.
- Be available and ready to work overtime for major storms and outages.
- Any and all other duties as may be assigned.

3. Educational Requirement:

College degree in Accounting is preferred.

Arab Electric Cooperative, Inc. is an equal opportunity employer, and offers an excellent retirement plan, competitive benefit programs as well as a competitive salary that commensurate with the qualifications of the candidate. If interested please mail your resume to Arab Electric Cooperative, Inc., Application for Employment, P. O. Box 770, Arab, Alabama 35016.