

## Great Lakes Energy - Job Description

### Process Accountant

**Department:** Accounting

**Last Updated:** 05/02/2018

**Reports To:** Controller

**Classifications:**

<input checked="" type="checkbox"/> Non-Bargaining Unit	<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Supervisory	<input type="checkbox"/> Senior Staff
<input type="checkbox"/> Bargaining Unit	<input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Non-Supervisory Management	<input type="checkbox"/> Executive Team

**Supervises:** none

*Job descriptions are subject to modification to reasonably accommodate individuals with disabilities, depending on risk to health and safety of the employee and/or others. The basic requirement of every position is to perform all tasks as assigned. Duties and scope of position may change based on needs of the Company. This document does not create an employment contract, implied or otherwise.*

*GLE staff members are required to work in a safe manner and in accordance with the procedures listed in the Cooperative's Safety Handbook.*

*Efficient and cooperative work is required of staff, which includes regular, dependable, punctual attendance except when prohibited by law, and timely and accurate performance of duties.*

**Position Summary:**

Provide and improve GLE systems and processes where assigned to support efficiency and internal control recommendations for process flow and reporting improvements. Support additional accounting/financial management functions as necessary.

**Experience/Education:**

- High school diploma or equivalence certificate in addition to proficiency in general ledger accounting principles and procedures, typically attained through a Bachelor's degree in Accounting and one or more years of experience, or equivalent experience/education.
- Proficient with position-specific software and applications.
- Proficient with Microsoft Office: Excel, Word, Outlook.
- Competent with general office equipment.
- Proficient with position specific equipment.

**Essential Duties/Responsibilities:**

- Proficient with computerized accounting systems, providing recommendations to attain maximum efficiency of system and process capabilities.
- Support analysis of internal controls and control levels and implementation of additional process improvements to assure maximum efficiency and effectiveness.
- Assist in preparation of company tax returns including necessary research, analysis and education of department members.
- Interpret and apply company policies and procedures as they relate to financial and accounting processes.
- Assist department in design and oversight of energy optimization, renewable portfolio standard and energy efficiency accounting processes to prepare, record, report and file records as required by the Michigan Public Service Commission.
- Support operational and capital budget preparation to ensure accuracy and completeness for planning and forecasting decisions.

- Complete special projects as assigned, providing expertise for various efficiency programs and compliance and regulatory requirements.
- Support department in annual external audit to ensure compliance of financial statements and reporting with Rural Utilities Service (RUS) and Generally Accepted Accounting Procedures.

**Significant Duties/Responsibilities:**

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**Required Skills:**

- Critical Thinking: using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Speaking: talking to others to convey information effectively.
- Active Listening: giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Writing: communicating effectively in writing as appropriate for the needs of the audience.
- Reading Comprehension: understanding written sentences and paragraphs in work related documents.
- Active Learning: understanding the implications of new information for both current and future problem-solving and decision-making.
- Complex Problem Solving: identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Coordination: adjusting actions in relation to others' actions.
- Monitoring: monitoring/assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action.
- Judgment and Decision Making: considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Systems Analysis: determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Time Management: managing one's own time.
- Troubleshooting: determining causes of operating errors and deciding what to do about it.
- Social Perceptiveness: being aware of others' reactions and understanding why they react as they do.
- Learning Strategies: selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Quality Control Analysis: conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Systems Evaluation: identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Persuasion: persuading others to change their minds or behavior.
- Negotiation: bringing others together and trying to reconcile differences.
- Project Management: organizing and directing production of a limited scope plan or undertaking.
- Mathematics: using mathematics to solve problems.
- Management of Material Resources: obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Management of Financial Resources: determining how money will be spent to get the work done, and accounting for these expenditures.

**Attributes:**

- Oral Comprehension: able to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression: able to communicate information and ideas in speaking so others will understand.
- Speech Clarity: able to speak clearly so others can understand.
- Speech Recognition: able to identify and understand the speech of another person.
- Written Comprehension: able to read and understand information and ideas presented in writing.
- Written Expression: able to communicate information and ideas in writing so others will understand.
- Near Vision: able to see details at close range (within a few feet of the observer).
- Auditory Attention: able to focus on a single source of sound in the presence of other distracting sounds.
- Time Sharing: able to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).
- Memorization: able to remember information such as words, numbers, pictures, and procedures.
- Selective Attention: able to concentrate on a task over a period of time without being distracted.
- Problem Sensitivity: able to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Deductive Reasoning: able to apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning: able to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Wrist-Finger Speed: able to make fast, simple, repeated movements of the fingers, hands, and wrists.
- Mathematical Reasoning: able to choose the right mathematical methods or formulas to solve a problem.
- Number Facility: able to add, subtract, multiply, or divide quickly and correctly.
- Information Ordering: able to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Category Flexibility: able to generate or use different sets of rules for combining or grouping things in different ways.
- Fluency of Ideas: able to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- Speed of Closure: able to quickly make sense of, combine, and organize information into meaningful patterns.
- Flexibility of Closure: able to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- Originality: able to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

**Additional Preferences:**

- Business tax experience.
- Business auditing experience.
- Service Orientation: actively looking for ways to help people.

- Instructing: teaching others how to do something.

**Problem Solving and Freedom to Act**

Problems are moderately complex. Methods and procedures are loosely defined and require judgment to apply them to the work. Work is varied. Tasks may be unrelated.

**Working Relationships/Communications:**

Requires contacts for the purpose of developing or communicating plans, coordinating activities or advising others. Gaining acceptance and influencing others may be necessary.

Internal: Peers, management, employees

External: Peers, contractors, auditors