



You've got the Power!

JOIN OUR TEAM

Associate Accounting Specialist

Other Skills & Abilities

- Knowledge of basic accounting principles and procedures.
- Accurate data entry with reasonable speed required.
- Excellent organization and planning skills.
- Effective computation and mathematical skills.
- Effective use of personal computers including spreadsheet and word processing software.
- Ability to adjust to varied duties.
- Must be able to meet deadlines.
- Effective interpersonal skills.
- Ability to keep all matters confidential required.

Education and/or Experience

- Associate's or Bachelor's Degree; four years related accounting experience and/or training; or equivalent combination of education and experience.

Snapping Shoals EMC has been in business for over 80 years. During that time, we have built a strong reputation for providing reliable power and excellent customer service. Our roots go back to the 1930's and the early days of America's rural electrification.



To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SSEMC administers validated/job-related tests and other selection procedures during the application process as a prerequisite for hiring.

Equal Opportunity Employer

All contingent offers are based upon successful completion of our pre-employment verification process, which may include a criminal background check, physical health screening, drug test, MVR and proof of eligibility to work in the United States.

Full job description is presented at time of the interview.

The Associate Accounting Specialist is an onsite role that oversees accounts payable invoice processes, credit card charges and vendor maintenance and setup. A successful candidate is organized, schedules/meets deadlines and focuses on maintaining accurate data and process flow for the accounting systems.

Key Responsibilities:

- Maintain up-to-date vendor records including name, address, contact information, ACH information and W-9.
- Compile and sort documents, such as invoices and checks, substantiating transactions and maintaining electronic copies for files.
- Verify invoice receipt details and charges.
- Investigate, inquire and research invoices with discrepancies or special circumstances.
- Assign or verify general ledger account number, department number, budget project number and activity code to each transaction.
- Enter, review and edit all invoice information into the computerized accounting system and verify accuracy.
- Obtain approval to pay invoices through automated workflow process.
- Oversee company credit card process, including but not limited to, setting up new credit card users and verifying the legitimacy of credit card purchases.
- Prepare Open Payable Report prior to check run and compare check amounts with invoices.
- Select invoices to pay to take advantage of vendor's credit terms and discounts.
- Prepare and issue checks and ACH's for selected invoices.
- Run month end reports and review for accuracy.
- Require Form W-9 for all new vendors before the disbursement of funds.
- Prepare and electronically file 1099s at year end.
- Compile, calculate, enter and post miscellaneous amounts billed. Monitor accounts receivable to ensure that payments are up to date and correspond as necessary for collections.
- Complete monthly closings for Miscellaneous Receivables.
- Ensure compliance with Board Purchasing Policies.
- May perform other accounting duties as assigned.

Benefits:

- Competitive pay
- Medical, dental, vision and prescription drug coverage
- Health Savings Account with company annual contribution
- Life insurance and disability
- 401K with company match
- Pension plan
- Paid holidays and time off
- Educational/tuition reimbursement plan
- Professional and personal development
- Employee discounts
- Employee Assistance Program
- Wellness programs and onsite fitness center

NONEXEMPT STATUS | Full-time | Onsite Role
M-F, 8 a.m.-5 p.m. / Some OT Required

Learn more &
apply today at:
SSEMC.COM



**SNAPPING
SHOALS**

ELECTRIC MEMBERSHIP CORPORATION