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ENERGY KEEPERS, INC.**

Position: Senior Accountant

Salary: Negotiable depending on training, education, and experience

Location: Energy Keepers, Inc. Corporate Headquarters, Polson, MT

Employment Status: Full time, exempt position with full benefits to be offered at time of employment

Supervised By: Chief Financial Officer

GENERAL SUMMARY

The Senior Accountant performs a variety of general accounting tasks including updating and maintaining accounting journals, ledgers and other records detailing financial business transactions. Verifies the accuracy of invoices and other documents or records. Compiles data and prepares a variety of reports. The incumbent will be responsible for working with internal employees and management or external vendors to reconcile reports, invoices and other financial documents. All efforts are conducted within the guidelines and policies established by the CEO and consistent with EKI's corporate values.

ESSENTIAL DUTIES

Responsible for monthly and annual closing processes, including but not limited to sub-ledger reconciliation, (accrual) journal entry preparations including daily general ledger entries, preparation of bank reconciliations (all accounts), prepare and analyze monthly financial statements and assist in the annual audit process

Present all general ledger entries with source documents to CFO for review/posting

Assists in preparing miscellaneous financial documents such as lease agreements, credit card financing agreements, & general financing applications

Assists in preparing quarterly compliance reports to include loan covenant compliance

Assists in budgeting and cash flow forecasting

Assists in preparing miscellaneous corporate reports by writing and managing Jet Reports

AP vendor record management to include entering new vendors into ERP (Navision), managing changes of address while verifying by other sources to safeguard fraud

Oversee AP vendor file management supported by the office coordinator to include creating file folders, obtaining W9s, proof of insurance as needed, and timely filing of support documents.

Prepare appropriate tax reporting (1099 Misc) for review and approval

Lead AP vendor payment support working closely with Operations personnel for timeliness

Bank deposits and preparing daily cash report

AR payment application in Navision

Creates expense reports for grant reimbursements, if applicable

Tracks specific expense types eligible for grant reimbursements, if applicable

Provides backup for department for all day-to-day functions

Other duties as assigned

SCOPE OF RESPONSIBILITY

This position operates under moderate supervision. Decisions are made within prescribed operating procedures and guidelines. This position encounters regular, recurring work situations of moderate complexity with occasional new and varied work situations.

Contacts are internal throughout the organization, external with vendors and third-party providers.

All employees have the responsibility to both the customer and their co-workers to do the job right the first time and to ensure the customer needs are being met.

SPECIFIC SKILLS AND KNOWLEDGE

Excellent working knowledge of accounting procedures and principles; financial derivative experience a plus

Strong knowledge of internal controls

Strong computer skills; experience with MS Office. Intermediate to Advanced MS Excel skill level preferred

Hands-on experience with financial accounting packages, required; Microsoft Dynamics Navision a plus

Experience with ERMP report writing software, preferred; Jet Reports a plus

Developing/maintaining a full set of financial statements for monthly/annual reporting, required

Budgeting experience, a plus

Cash flow forecasting experience, a plus

Strong organization skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail

Must be able to manage time effectively in order to meet individual, departmental and corporate goals

Demonstrated willingness to lead a group, project or program

Excellent verbal, non-verbal, and written communication skills with ability to achieve understanding and open communication

Able to demonstrate strong analytical ability

High level of integrity demonstrable by personal standards

EDUCATION AND EXPERIENCE

A Bachelor's Degree in Accounting, Finance or Business Administration and five (5) years of related experience is required.

WORK CONDITIONS

Normal working hours are 8:00 a.m. to 4:30 p.m. Monday through Friday. Position may require extended working hours with the possibility of weekend and holiday work, as required by schedules and work load.

Some travel may be required to meet project requirements. Normal work will be within the Corporate Offices, but some work may be at the plant or an industrial environment, requiring protective clothing and equipment.

All employees will participate in the Fitness for Duty Program. This program includes pre/post employment physical examinations and drug screening. All employees are required to successfully complete a background check.

Energy Keepers, Incorporated, is a Tribal Member Preference Employer. Energy Keepers, Incorporated is a federally chartered corporation, wholly-owned by the Confederated Salish and Kootenai Tribes that operates and maintains hydropower facilities and sells the electricity generated thereby.

<p>The statements contained in this job description are not all-inclusive; additional duties may be assigned and requirements may vary from time to time.</p>
