



**Position:** Accounting Manager  
**Salary:** Negotiable depending on training, education, and experience  
**Employment Status:** Full time position with full benefits to be offered at time of employment  
**Supervised By:** Chief Financial Officer

### **GENERAL SUMMARY**

The Accounting Manager 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 and counterparties 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 accounting close processes, including but not limited to sub-ledger reconciliation, journal entry preparations including daily general ledger entries, preparation of bank reconciliations (all accounts), accruals/deferrals, preparation and analysis of monthly financial statements and assisting in the annual audit process.

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

Assists in budgeting and cash flow forecasting.

Reviews new vendor entries for accuracy and conduct due diligence regarding fraud protection for both EKI and vendors.

Prepares appropriate tax reporting (1099) for review and approval.

Reconciles monthly benefits billings to ensure accuracy and timely payment.

Reviews invoices for accuracy and posts for payment.

Inputs daily cash entries ensuring accurate cash is reflected daily for cash flow forecasting.

Responsible for the AR/AP payment application in Navision.

Assists in preparing quarterly compliance reports such as loan covenant compliance.

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

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

Tracks specific expense types eligible for grant reimbursements, if applicable.

Creates expense reports for grant reimbursements, if applicable.

Is responsible for Fixed Assets processing and reconciliation.

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

Performs 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 including GAAP/GASB.

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

Hands-on experience with ERP, Microsoft Dynamics preferred.

Hands-on experience with report writing software, experience with JetReports preferred.

Ability to maintain a full set of financial statements for monthly/annual reporting required. Demonstrable ability to develop these statements is preferred.

Strong organization skills with the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.

Budgeting and Cash Flow forecasting experience preferred.

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

Demonstrated willingness to lead a group, project, or program is required.

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

Demonstrable strong analytical ability is required.

High level of integrity demonstrable by personal standards.

## **EDUCATION AND EXPERIENCE**

A Bachelor's Degree in Accounting, Finance, or Business Administration from an accredited university with five (5) years of related experience is required. Experience in the energy industry is preferred. A Master's Degree and CPA are highly desired.

## **WORK CONDITIONS**

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

Some travel may be required to meet project requirements, and for corporate functions and meetings. Normal work will be conducted remotely with frequent communication with both the Accounting/Finance team and other EKI employees. 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.

## **APPLICATION PROCESS**

Please submit your application materials including EKI application, found in the careers section at [www.energykeepersinc.com](http://www.energykeepersinc.com), with a cover letter, and resume to [applications@energykeepersinc.com](mailto:applications@energykeepersinc.com).

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