CENTRAL FLORIDA ELECTRIC COOPERATIVE

**Job Description**

**Position:**  Financial Accountant

**Department:** Finance and Accounting

**Reports To:** Chief Financial Officer

**Level:** Grade 10/Salaried

**Effective:** August 3, 2022

**Minimum Job Specifications**

### Must maintain a valid Florida driver’s license.

### Must have excellent communication skills, both written and oral.

Ability to deal with job related problems and come to reasonable solutions without direct

supervision.

Ability to work well in team environment.

Bachelor’s degree or five years of experience in progressively responsible accounting or financial role preferred.

**Job Duties**

* Track & record within cooperative financial system the daily sweeping of bank accounts.
* Reconcile issues associated with Broadband.
* Balance/Post/Reconcile member credit balances through billing process.
* Reconcile/Balance/Post cooperative loan statements and debt balances.
* Receive & post through cooperative AP system HR invoices.
* Maintain Florida Sales Tax Return.
* Create & format cash sheet summary.
* Create & format check register.
* Prepare Municipal Taxes (Utility & Franchise).
* Reconcile & prepare CFEC usage report along with posting Manual Journal Entry.
* Maintain Florida Gross Receipts Tax Return.
* Prepare & post monthly Fixed Journal.
* Assist with facilitation of semi-annual inventory count and coordination with auditors.
* Maintain documentation of cooperative fleet.

All other duties as assigned.

Th*e above duties are not intended to be all inclusive. The incumbent will be expected to perform other duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Statements are not intended to be construed as an exhaustive list of responsibilities, duties, or skills required. The scope and duties of this position may change or be temporarily altered based on the business needs of the Cooperative. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.*