

PROJECT COORDINATOR/ACCOUNTANT

High West Energy Family of Companies

(High West Energy, Inc., High West Wiring and High West Digital Solutions)

1 POSITION SUMMARY:

This position supports the entire Accounting Department and serves to increase their efficiency. Therefore, this person should have a basic understanding of accounting principles and payroll principles. They must be accurate in computational tasks and able to work under the direction of several supervisors. Flexibility is a requirement as is the ability to work without supervision. Most of the tasks are routine and recur monthly, but there are many one-time type tasks as well.

2 ESSENTIAL DUTIES AND TASKS:

- a) Exudes our core values: Friendly, Innovative, Integrity and Hardworking.
- b) Communicates our mission, goals and strategies.
- c) Exhibits excellent customer service both externally with members and internally with co-workers (cooperation, timely paperwork, etc.).
- d) Assist in maintaining the security of the company's assets and data from hazards, including physical and cyber.
- e) Plant E – Construction Analysis.
- f) Rate Usage analysis.
- g) Load Forecast for Tri-State Generation and Transmission.
- h) Net Metering analysis.
- i) Load Shape analysis.
- j) Process improvement ideas.
- k) Assist with coding of invoices for companies.
- l) Assist with budgets/forecasting.
- m) Bank reconciliation.
- n) Handle reconciliation of credit card statements to receipts provided.
- o) Set up reports in Mosiac.
- p) Assist with financial report prep.
- q) Manage petty cash.
- r) Serve as backup for weekly A/P check runs.
- s) Serve as backup for purchasing as needed.
- t) Assist with standard costs and property tax reports.
- u) Manage allocation of depreciation for composite accounts.

- v) Write accounting instructions for products and service programs.
- w) Research and resolve out of balance accounts.
- x) Regular monthly reconciliations and reports.
- y) Odometer Reading input and adjustments.
- z) Verizon Statement-reconciliation and emailing statements to employees.
- aa) Financial Statement preparation for HWW, HWDS, HWC.
- bb) Scanning.
- cc) Analyze data and provide recommendations on various strategic projects.
- dd) Assist in writing job process manuals for Accounting department.
- ee) Manage the Accounting drive.
- ff) Serve as project manager for new software installations.
- gg) Data Entry.
- hh) Update Vendor W-9 and Supplier Certification records.
- ii) Insurance claims record tracking.
- jj) All duties as assigned yet not specified herein.

3 WORKING/ENVIRONMENTAL CONDITIONS:

Work is performed primarily indoors. Indoors, work is typically performed in the office sitting at a desk or table. The position is required to be able to operate a cooperative passenger vehicle and maintain a valid driver's license.

4 PHYSICAL REQUIREMENTS (IF ANY):

Must be able to see, walk, hear and speak. Intermittent standing, stooping, bending and walking. Lifting objects up to 50 pounds may be required. Reasonable accommodations may be made to those who are able to perform the essential duties of the job.

5 SPECIALIZED SKILLS, ABILITIES AND KNOWLEDGE:

- a) Knowledge of accounting systems and software.
- b) Proven analytical, spreadsheet and word processing skills,
- c) Effective verbal and written communication skills.
- d) Proficient computer skills.

6 MACHINES, TOOLS, EQUIPMENT:

- a) Tools and equipment typically used include: computer and basic office equipment.

7 QUALIFICATIONS:

- a) Associates degree in accounting or 5 year's equivalent work experience.
- b) Successful performance on pre-employment tests may be required.

- c) The incumbent must be able to pass any required drug test, new hire physical examination, and background checks. The incumbent must be able to maintain the confidentiality of any information s/he encounters.

8 REPORTS TO:

Chief Financial Officer

9 DIRECT REPORTS:

None

This job description is not intended to be all-inclusive. An employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required.

Created 5/10/2019

We are an Equal Opportunity Employer, Females/Minority/Veterans/Disabled/Sexual Orientation/Gender Identity.