

Position Title: Accounting Intern

Company Name: Taylor Electric Cooperative, Inc.

Location: 226 County Road, Merkel, TX 79536

Posted: June 11, 2019

Job Type: Full-Time

Application Deadline: July 7, 2019, 11:59 pm

NOTE: First round interviews tentatively scheduled for Thursday, July 11 – Keep this date in mind in case you are selected for an interview.

Position Summary

The overall objective of the Accounting Intern is to assist the Accounting Department in performing accounting tasks and projects including maintenance of the centralized document database, processing purchase orders, month-end processing, and reporting, and general ledger imports, to name a few. Possessing a general understanding of bookkeeping principles, such as credits and debits, and maintaining efficient work habits are qualities sought in an Accounting Intern. In return, the Accounting Intern will receive hands-on exposure to the inner workings of a multi-level Finance and Accounting department within a mid to small sized company.

Education/Experience

- High School diploma or equivalent is required.
- Currently enrolled in college at a **junior or senior level**, seeking an undergraduate degree in **Accounting**.

Certification/Requirements

- Must have a cumulative GPA of 3.0 or higher.
- Must possess a current driver's license and maintain an insurable driving record.

Please see the full job description below for further details.

Taylor Electric is an equal opportunity employer and drug-free workplace that has been in existence since 1939. We serve the Big Country area from Sweetwater to Abilene with a strong business acumen toward our members. The Cooperative employs 86 full-time employees to which it provides a generous benefits package that is fully administered in-house.

How to Apply

Applicants may apply for this job by completing an application which can be found on our website or either office location and providing a resume, cover letter, and unofficial transcript. Also, this job is posted on [HandShake](#), an online career center for university student. Applications received after the deadline will not be considered unless further applications are required.

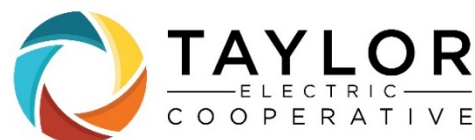
Inquiries?

Contact Person: Jyl Schöen, HR Manager

Email Address: careers@taylorelectric.coop

Website: <https://taylorelectric.com/career-opportunities/>

Phone: 325-793-8539 | Fax: 325-793-9680



JOB DESCRIPTIONS

Taylor Electric Cooperative, Inc.

Job Title: Accounting Intern
FLSA Status: Non-Exempt
Job Codes: TEC: 170i | NRECA: 33-2411

Department: Finance & Accounting
Type: Part-time, Temporary
Date Revised: April 2019

1. Objective

1. Assists Accounting Supervisor and Accounting Department as a whole to perform the accounting tasks and projects as necessary to maintain accurate records and a high level of service to our customers.
2. Spring and Fall internship are intended to last one (1) semester; summer internships are intended to last from May through August.
3. All above objectives are expected to be performed with the Cooperative's best interest in mind and in line with the Core Values.

2. Essential Job Functions

1. Assists with the Centralized Document Database by reviewing, reconciling and updating the database against paper files.
2. Assists with the Purchase Order system including receiving, generating, budget checking and reporting purchase orders as needed.
3. Submits requisitions for project supplies as needed.
4. Assists in month end processing including running reports, balancing accounts, and importing general journals.
5. Participates in group meetings, presentation preparation and execution.
6. Helps develop RFPs through research, presentation and final proposal drafts as needed.
7. Assists in formation of standardized reports, policies and procedure review as assigned.
8. Provides billing assistance, support to the paperless documentation operative, and procedural development and review as assigned.
9. Maintains office supplies inventory and mail room organization.

3. Reports to

- Accounting Supervisor

4. Supervises

- This is not a supervisory position

5. Job Specifications

1. Mathematical Skills – Must have the ability to work with general mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.
2. Planning Skills – Must be able to plan and manage projects and workloads in an efficient manner.
3. Reasoning Ability – Some problems are complex and unstructured with loosely defined methods. Must have the ability to solve practical problems through analysis and development of workable solutions. Must have the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
4. Computer Skills – Most work takes place by use of a personal computer. Must be able to learn and utilize enterprise software and database reporting tools. Must be proficient in Microsoft Suite software including Outlook, Excel, PowerPoint and Word.
5. Language Skills – Must have the ability to read, write and speak the English language.

6. *(Job Specifications continued)*

7. Communication Skills – Professional phone and email etiquette is required. Must have the ability to effectively present information and respond to questions from individuals and groups. Must have the ability to write in a professional manner using proper grammar, punctuation, etc. Public speaking is sometimes required by this position.
8. Other Skills – Due to the nature of this position, one must understand general bookkeeping concepts such as debits and credits. Must be able to deal effectively with people. The type of information exchanged in this position can be highly confidential. Must be able to operate in a highly professional and confidential manner. The upmost diligence and strong ethics are required.
9. Personal Characteristics – Work requires independent thinking as well as collaboration. Must work well in a team environment with diverse groups of people. Maintaining high integrity is a must. “Customers” to the finance and accounting department are the employees and some vendors. A service-oriented mindset with a courteous, customer-focused attitude is required.
10. Physical Characteristics – Must be able to use hands, fingers and arms for grasping, reaching or holding. Must possess general dexterity to operate a personal computer, telephone and office equipment. Will be required to regularly sit and frequently move from room to room. Must be able hear and operate a telephone. Will be required to lift up to 15 pounds. Specific vision abilities include close and color vision with the ability to adjust focus.
11. Working Conditions – Work mainly takes place in an office setting with a controlled environment. Position requires local and state-wide travel from time to time. Outdoor work and exposure to the elements is limited. Noise level is usually moderate.
12. Working Hours – Will work a **minimum of fifteen (15) hours to a maximum of twenty (20) hours** per week between the hours of 7:30 am to 5:30 pm, Monday through Thursday.

6. Education and Experience

1. High School diploma or equivalent is required.
2. Must be currently enrolled at the **junior or senior level**, seeking an undergraduate degree in Accounting

7. Licenses and Certificates

- Must possess a current driver’s license and have and maintain an insurable driving record.

8. Remarks

- The foregoing position description is not all-inclusive of the duties to which the employee may be assigned. In order to ensure maximum flexibility and efficiency and to encourage cross training, employees will be assigned additional duties as are deemed necessary by the Chief Executive Officer.