

Accountant



Posted: March 2, 2026 | Deadline: **March 20, 2026, 5:00 PM (CST)**

Job Type: Full-Time | FLSA Type: Exempt

Position Summary

Taylor Electric is seeking an *Accountant* to provide high-quality accounting and financial support by performing a range of accounting, finance and purchasing functions. Responsibilities include managing day-to-day accounting activities; maintaining accurate records for receivables, cash activity and vendor data; reconciling bank and general ledgers; and assisting with financial reporting, audits and internal control monitoring.

This position requires strong attention to detail, sound judgement, confidentiality, adaptability and the ability to collaborate across departments.

Work Hours/Conditions

- Work hours will typically consist of 40 hours a week between the hours of 7:30 a.m. and 5:30 p.m.
- May be required to work on weekends, evenings and before and/or after normal working hours to meet deadlines or to attend meetings or conferences.

Education/Experience

- Bachelor's degree in accounting is strongly preferred.
- 5 years of experience in an Electric Cooperative accounting department may be substituted for a bachelor's degree.
- Prior experience with accounting and reporting systems is preferred.
- Prior knowledge and experience with an electric distribution cooperative is preferred.

Certification/Requirements

- Must possess a current driver's license and have and maintain an insurable driving record.
- Must be able to become certified in CPR and First Aid (training provided).
- Ability to obtain Cooperative Financial Certificate (CFPC) is required.
- Certified Public Accountant (CPA) credential or ability to obtain is a plus.

Please see full job description below for further details.

Why You'll Love Working at Taylor Electric

- Competitive salary and comprehensive health benefits (medical, dental, vision).
- Traditional Retirement *and* 401(k) plans with employer contributions.
- Help deliver reliable power to members in your community.

How to Apply

- An employment application is required to apply for this position.
- Click [here](#) to access the employment application or visit the career page at www.tayloelectric.com/career-opportunities.

To apply for this job please complete a job application and return to:

Contact: Allison Griffin, HR Manager

Email Address: HR_Personnel@tayloelectric.coop

Website: www.tayloelectric.com

Phone: 325-793-8539

JOB DESCRIPTION

Taylor Electric Cooperative, Inc.

Job Title: Accountant

FLSA Status: Exempt

Job Codes: TEC: 12HH | NRECA: 33-2341

Department: Finance & Accounting (20)

Sub-department: n/a

Last Revised: February 2026

1. Objectives

- a. **Professional Excellence:** Provide effective collaboration and influence complex, cross-functional processes in a positive way. Model accountability and performance with the goal of always exceeding expectations. Exhibit professional behavior by demonstrating situational awareness, sound judgement and respect in all interactions.
- b. **Accounting Accuracy:** Ensure accounting ledgers are accurate, complete and maintained in accordance with approved accounting standards and U.S. Generally Accepted Accounting Principles (GAAP).
- c. **Cost Management:** Contribute to the development of department budgets and forecasts; monitor performance and provide analysis and insights to support budget and forecast accuracy.
- d. **Applied Expertise:** Serve as a subject matter expert (SME) for the accounting system, with expertise focused on the general ledger and in the purchasing and accounts payable processes.
- e. **Reporting Excellence:** Prepare and support financial reporting deliverables, ensuring accurate, complete and timely historical financial information, Annual Operating Plans (AOP) and department budgets.
- f. **Internal Control Oversight:** Participate in the development, maintenance and execution of strong internal control policies and procedures.
- g. **Trust & Confidentiality:** Build and maintain strong professional relationships, using sound judgment to recognize when confidentiality is required and practicing strict confidentiality in those situations.
- h. **Core Values Alignment:** Perform all responsibilities with the Cooperative's best interests in mind and in alignment with its Core Values.

2. Essential Job Functions

a. Accounting & Financial

1. Perform day-to-day accounting processes as assigned.
2. Perform key tasks related to month-end accounting close and financial statement preparation, preparing supporting schedules including, but not limited to, bank statement reconciliation, other accounts receivable reporting and general ledger balancing.
3. Maintain accurate records on Other Accounts Receivable (OAR) including, but not limited to, employee vending funds, pole attachments, other invoicing, collections and monthly reporting of all OAR items
4. Maintain cash records by ensuring all incoming and outgoing funds from all bank accounts are balanced to the ledger including, but not limited to, membership electronic payments, bank deposits, wire transfers, check clearing and outstanding check monitoring.
5. Assist in the preparation, maintenance and development of routine and special Board materials as assigned.
6. Assist with year-end processes in the accounting system. Close out the General Ledger, produce a Year End Form 7 and other financial reports. Provide financial information to others as required, only after review and approval by Controller.
7. Participate in the annual financial audit and communication.
8. Participate in internal control reviews. Monitor financial detail and immediately report aberrations and discrepancies with explanations to the Controller, Chief Financial Officer or President/CEO.
9. Perform all tasks related to Taylor Electric Trust accounting, to include financial reporting and associated banking activities.

b. Accounts Payable

1. Maintain vendor mileage records and statement balancing monthly. Perform vendor payment processing including wire, ACH, credit card and cash payment channels as back-up role.
2. Maintain accurate and complete vendor records.
3. Assist with the development and maintenance of strong AP internal controls.

c. Purchasing and Contract Services

1. Perform purchasing activity; enforce purchasing policies and procedures compliance.
2. Manage office supply inventory and ordering for all departments.
3. Assist with development of RFPs for the purchase of major goods and services.
4. Assist in contract development and facilitate execution.
5. Assist in the renewal and use of Property, D&O and Cyber Security Insurance policies.
6. Maintain the document database. Assist contract authorities in their management of contractual arrangements.

d. Finance

1. Assist in the development of the AOP and department budgets.
2. Assist with cash and debt management, banking relationships and investments.

e. Membership

1. Conduct member communication regarding patronage capital retirements.
2. Manage unclaimed patronage by preparing Escheats filing to the State for members' capital credits.
3. Prepare Estate Retirement checks on deceased members accounts as requested.
4. Prepare re-issued gains checks as requested by membership.
5. Perform capital credit allocations and retirements process back-up role.
6. Coordinate bad debt write-offs with MSR Manager.

f. Leadership

1. Support the professional development of team members by sharing knowledge and providing guidance.
2. Manage individual workload effectively and coordinate with others to support department coverage.
3. Provide input on cross-functional tasks involving Finance, HR, Billing and Communications.

g. Other Responsibilities

1. Lead as an advanced user-expert on accounting system updates, interfaces, and conversions.
2. Assist in the department's role leading up to and including the Annual Meeting.
3. Be prepared to work on short notice on various projects not necessarily within stated responsibility.
4. Assist with Fixed Asset accounting and other key accounting tasks as requested by Controller.

3. Reports to

- a. Controller

4. Supervises

- a. This is not a supervisory position.

5. Job Specifications

- a. Mathematical Skills – Must have the ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Must have the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

- b. Planning Skills – Must have the ability to process data and information to develop Annual Operating Plans by department and for the Cooperative as a whole. Must be able to plan and manage projects and workloads in an efficient and organized manner.
- c. Reasoning Ability – Problems are highly complex and unstructured, and methods are loosely defined. Must have the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Must have the ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- d. Language Skills – Must have the ability to read, write and speak the English language.
- e. Communication Skills - Must have the ability to write reports, business correspondence, and procedure manuals. Must have the ability to effectively present information and respond to questions from groups of managers, clients, customers and the public. Must be able to communicate clearly and accurately for work and safety compliance.
- f. Computer Skills – Should have knowledge or ability to learn SEDC-UPN accounting system and Report IQ, a database reporting tool. Must be skilled in using Microsoft Suite software including Outlook, Excel, PowerPoint and Word. Data entry skills and skills with creating, using and analyzing data in electronic spreadsheets are necessary to perform in this position.
- g. Other Skills – Must have a strong knowledge of general accounting principles. Must be able to develop expertise with the Cooperative’s system of accounting and budgeting, retail rate schedules, and reporting policies and procedures. Must have the ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
- h. Personal Characteristics – Work requires independent and original thinking, but also must work well in a team environment with diverse groups of people. Maintaining high integrity is a must.
- i. 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, stand and walk. Must be able to hear. Will be required to lift up to 10 pounds. Specific vision abilities include close and color vision with the ability to adjust focus.
- j. Working Conditions – Work mainly takes place in an office with a controlled environment. Position requires local, state-wide and national travel from time to time. Outdoor work and exposure to the elements is limited. The noise level is usually moderate.
- k. Working Hours – Work regularly scheduled hours, although weekends, evenings and before and/or after normal working hours may be required to meet deadlines or to attend meetings or conferences.

6. Education and Experience

- a. Bachelor’s degree in accounting is strongly preferred.
- b. 5 years’ experience in an Electric Cooperative accounting department may be substituted for a bachelor’s degree.
- c. Prior experience with accounting and reporting systems is preferred.
- d. Prior knowledge and experience with an electric distribution cooperative is preferred.

7. Licenses and Certificates

- a. Must possess a current Texas driver’s license and have and maintain an insurable driving record.
- b. Must be able to become certified in CPR and First Aid (on-job training provided).
- c. Ability to obtain Cooperative Financial Professional Certificate (CFPC) is required.
- d. Certified Public Accountant (CPA) credential or ability to obtain is a plus.

8. Remarks

- a. The foregoing position description is not all-inclusive of the duties to which the employee may be assigned. To ensure maximum flexibility and efficiency and to encourage cross training, employees will be assigned additional duties as deemed necessary by the Chief Financial Officer.
- b. This position is eligible for telecommuting and may be considered after 2 years of satisfactory performance.