JOB ANALYSIS WORKSHEET
FLINT ELECTRIC MEMBERSHIP CORPORATION
P. O. BOX 308, 3 SOUTH MACON STREET
REYNOLDS, GEORGIA 31076

JOB POSTING	**EXTERNAL JOB POSTING** (Employees *meeting the following requirements are eligible to apply.)*
JOB TITLE	**SENIOR ACCOUNTANT**
JOB LOCATION	3 South Macon Street, Reynolds, Georgia 31076
JOB CLASSIFICATION	Inside Job; Bonded; Non-Exempt
SUPERVISOR	Manager of Accounting Services
LAST DATE REVIEWED	November 2026
JOB SUMMARY	Responsible for accounting functions pertaining to month end closing; general plant records; maintaining various subsidiary ledgers; reconciling and filing all payroll related tax returns; preparing and filing W-2s and 1099s;; adding vendors to A/P system; maintaining Flint's W-9 and requesting W-9 from new vendors; reconciling bank statements; daily cash balancing; functioning as back-up to other A/R; and sales tax reporting. Prepares and processes biweekly payroll for all Flint employees. Performs quarterly internal control testing with inventory observations, surprise cash counts, and other testing as needed.
EDUCATION / TRAINING	**Required:** • Bachelor's Degree in Accounting. • Minimum 4 years' experience in general accounting **OR** 2 years' experience in electric cooperative accounting • Computer experience and proficiency with Microsoft Office products, with strong Excel spreadsheet skills **Preferred:** • Certified Public Accountant (CPA) **OR** CPA candidate • RUS experience with electric cooperative accounting or willingness to enroll in RUS accounting course immediately upon employment
KNOWLEDGE / INTERPERSONAL SKILLS	**Required:** • Knowledge of GAAP and skills in analyzing data to provide accurate reports. • Strong attention to detail and ability to work under multiple deadlines. • Knowledge of filing and recordkeeping • Skills to search for and compile financial and statistical data. • Skills in public relations, oral and written communications, giving or exchanging information, maintaining workplace confidentiality, and resolving problems. • Good interpersonal communication skills with positive attitude and willingness to be a team player in support of exceptional internal and external customer service, which should be evidenced from prior work experience. • Skills to use various types of office equipment, such as personal computer, calculator, copier, fax, etc.
WORKING HOURS	• 8:00 a.m. to 5:00 p.m., Monday through Friday, with one hour for lunch • Additional hours may be required at certain times during the year.
OTHER	• Must have and maintain a valid Georgia driver's license. • Must be willing to attend meetings out-of-town, work overtime during peak periods and expect to work under pressure at times to meet deadlines
APPLYING FOR JOB	• Qualified external applicants may print an application from our website, www.flintenergies.com, or pick up an application from our offices at 98 Carl Vinson Parkway, Warner Robins, GA or 3 South Macon Street, Reynolds, GA. **The deadline for external applications is 5:00 p.m., Friday, November 27, 2026.** • Applications should be emailed to hrapplications@flintemc.com or dropped off at the locations listed above. • Contacts: Stephanie Cebada-Bembry 478-218-5542, scebada-bembry@flintemc.com or Tracie Lord 478-218-5653, tlord@flintemc.com

FLINT EMC IS AN EOE/AA: MINORITIES / FEMALES / VETERANS / DISABLED
DRUG FREE / SMOKE FREE WORKPLACE

Posted 11/12/2026

PHYSICAL DEMANDS FOR ESSENTIAL FUNCTIONS
SENIOR ACCOUNTANT

ALERTNESS & CONCENTRATION	Must be able to concentrate on several things at one time. Be alert to give and exchange information.
ABILITY TO DEAL WITH STRESS	Must be able to work under pressure in case of emergencies, handle tense situations, resolve complaints and control anger and attitude.
VISION	Far Visual Acuity - As necessary to drive. Near Visual Acuity - Must be able to see computer screen, keyboard and read all types of print, including small figures. Peripheral Vision - As necessary to drive. Color Vision - For recognizing appropriate forms. Depth Perception - As necessary for driving and operating equipment. Night Vision – As necessary for driving.
HEARING	(Normal Tones) Hears and comprehends spoken conversation over telephone and in person.
SPEECH	Speaks loudly and clearly enough to be accurately understood. Voice must be pleasant, tactful, and professional.
SITTING / STANDING	Sits a maximum of 2 hours at a time, up to a total of 8 hours per day. Can stand up as needed (stands less than one hour per day).
WORKER MOBILITY / WALKING	Can change positions at will. Minimal amount of walking up to 500'.
LIFTING / CARRYING	Frequently lifts files and printouts. Seldom anything over 25 pounds.
PUSHING / PULLING	Required to open/close desk drawers and file cabinets.
BENDING	Bends from neck for talking on telephone. Bends from waist to retrieve documents in files and desk drawers.
REACHING / HANDLING	Wrist, hand, and arm frequently used for operating computer terminal, calculator, writing, and performing miscellaneous general office work.
TWISTING / CLIMBING / CRAWLING	Twisting is intermittent. No climbing or crawling required.
ENVIRONMENTAL FACTORS	Job is located indoors in a heated/air-conditioned building. No noise, light, fumes, or dust hazards present. May occasionally visit outdoor business facilities.
MACHINES / TOOLS/ EQUIPMENT	Computer terminal and PC, printer, calculator, copier, paper, pens, pencils and stapler.
SAFETY EQUIPMENT / SAFETY LOSS CONTROL PROCEDURES	No safety equipment required. Follows prescribed safety rules for office employees. Obtains and maintains CPR and Defensive Driving Certifications.
DRUG TEST / PHYSICAL EXAM	Drug test required for pre-employment and random thereafter. Employment entrance physical exam required.

Requirements are subject to possible modification to reasonably accommodate individuals with disabilities provided it does not pose a direct threat or significant risk to the health and safety of themselves or other employees.