

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

<b>JOB POSTING</b>	<b>EXTERNAL POSTING</b> <i>(Individuals meeting the following requirements are eligible to apply.)</i>
<b>JOB TITLE</b>	<b>Accounting Specialist I thru II</b>
<b>JOB LOCATION</b>	<b>3 South Macon Street, Reynolds, Georgia</b>
<b>JOB CLASSIFICATION</b>	Inside Job; Bonded; Non-Exempt
<b>SUPERVISOR</b>	Supervisor of General Accounting
<b>LAST DATE REVIEWED</b>	January 2025
<b>JOB SUMMARY</b>	<p>Responsible for routing accounts payable invoices to appropriate department, importing them into UPN, and printing checks. Prepares audit work papers and assists Sr Accountant with general ledger entries, balancing bank statements and producing monthly financial statements. Responsible for reconciling monthly credit card statement and obtaining receipts for all purchases from employees. Serves as back up for payroll process. Prepares monthly sales tax return and submits to GA DOR.</p> <p><b>NOTE: This is a new progression program that provides an opportunity to advance within the department from Accounting Specialist I to Senior Accountant.</b></p>
<b>EDUCATION / TRAINING</b>	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• Associates Degree in Accounting or 4 years in accounting related field</li> <li>• Experience and proficiency with Windows computer environment with strong demonstration of Excel spreadsheet skills</li> <li>• Completion of GA EMC Accounting courses or willingness to successfully complete within two years, dependent upon course availability</li> </ul> <p><b>Preferred:</b></p> <ul style="list-style-type: none"> <li>• Experience in payroll calculation, employer payroll tax returns, and bank reconciliations in work environment</li> <li>• Experience using Southeastern Data Cooperative (SEDC) or related utility software</li> <li>• Completion of RUS Accounting course or willingness to successfully complete within two years</li> <li>•</li> </ul>
<b>KNOWLEDGE / INTERPERSONAL SKILLS</b>	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• Ability to analyze financial reports</li> <li>• Ability to perform spreadsheet operations on computer utilizing Microsoft applications</li> <li>• Ability to read and comprehend operating instructions</li> <li>• Knowledge of filing and recordkeeping</li> <li>• Skills in use of office equipment, such as, personal computer, calculator, copier, facsimile machine and microfilming</li> <li>• Ability to handle confidential material with judgment and discretion</li> <li>• Ability to multitask with strong attention to detail</li> <li>• Strong work ethics including attendance, punctuality, motivation and initiative</li> <li>• Excellent accuracy skills</li> <li>• 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</li> <li>• Legible handwriting and proper use of English language</li> </ul>
<b>WORKING HOURS</b>	<ul style="list-style-type: none"> <li>• 8:00 a.m. to 5:00 p.m., Monday through Friday, with one hour for lunch.</li> </ul>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Must have and maintain a valid Georgia driver's license</li> <li>• Must be willing to work overtime during peak periods and expect to work under pressure at times to meet deadlines</li> </ul>
<b>APPLYING FOR JOB</b>	<ul style="list-style-type: none"> <li>• Qualified external applicants may print an application from our website, <a href="http://www.flintenergies.com">www.flintenergies.com</a>, or pick up an application from our offices at 98 Carl Vinson Parkway, Warner Robins, GA or 3 South Macon Street, Reynolds, GA. <b>The deadline for external applications is 5:00 p.m., Tuesday, January 28, 2025.</b></li> <li>• Applications may be dropped off at the locations listed above or emailed to <a href="mailto:hr@flintemc.com">hr@flintemc.com</a>.</li> <li>• Contacts: Kathy Parrish 478-847-5143, or Chelsea Payne 478-218-5582.</li> </ul>

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

Posted 01/14/2025

**PHYSICAL DEMANDS FOR ESSENTIAL FUNCTIONS  
ACCOUNTING SPECIALIST I thru II**

<b>ALERTNESS &amp; CONCENTRATION</b>	Must be able to concentrate on several things at one time. Be alert to give and exchange information.
<b>ABILITY TO DEAL WITH STRESS</b>	Must be able to work under pressure in case of emergencies, handle tense situations, resolve complaints and control anger and attitude.
<b>VISION</b>	<u>Far Visual Acuity</u> - As necessary to drive. <u>Near Visual Acuity</u> - Must be able to see computer screen, keyboard and read all types of paperwork, including small figures. <u>Peripheral Vision</u> - As necessary to drive. <u>Color Vision</u> – Preferred for recognizing appropriate forms. <u>Depth Perception</u> - As necessary for driving. <u>Night Vision</u> – As necessary for driving.
<b>HEARING</b>	(Normal Tones) Hears and comprehends spoken conversation over telephone and in person.
<b>SPEECH</b>	Speaks loudly and clearly enough to be accurately understood. Voice must be pleasant, tactful and professional.
<b>SITTING / STANDING</b>	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).
<b>WORKER MOBILITY / WALKING</b>	Can change positions at will. Minimal amount of walking up to 150'.
<b>LIFTING / CARRYING</b>	Frequently lifts files and printouts. Seldom anything over 20 pounds.
<b>PUSHING / PULLING</b>	Required to open/close desk drawers and file cabinets.
<b>BENDING</b>	Bends from neck for talking on telephone. Bends from waist to retrieve documents in files and desk drawers.
<b>REACHING / HANDLING</b>	Wrist, hand, and arm frequently used for operating computer terminal, calculator, writing, and performing miscellaneous general office work.
<b>TWISTING / CLIMBING / CRAWLING</b>	Twisting is intermittent. No climbing or crawling required.
<b>ENVIRONMENTAL FACTORS</b>	Job is located indoors in a heated/air-conditioned building. No noise, light, fumes, or dust hazards present.
<b>MACHINES / TOOLS/ EQUIPMENT</b>	Computer terminal and PC, printer, calculator, fax machine, copier, paper, pens, pencils and stapler.
<b>SAFETY EQUIPMENT / SAFETY LOSS CONTROL PROCEDURES</b>	None required. Follows prescribed safety rules for office employees.
<b>DRUG TEST / PHYSICAL EXAM</b>	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.