

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

JOB POSTING	EXTERNAL POSTING <i>(Individuals meeting the following requirements are eligible to apply.)</i>
JOB TITLE	CONSUMER ACCOUNTING SPECIALIST I
JOB LOCATION	3 South Macon Street, Reynolds, GA
JOB CLASSIFICATION	Inside Job; Non-Exempt
SUPERVISOR	Supervisor of Consumer Accounting
LAST DATE REVIEWED	January 2026
JOB SUMMARY	Conducts the posting of adjustments, customer information changes, drafts, contracts, payments, and the processing of returned mail items. Understands impact of daily activities on billing process and effect of return payments on account status. Ability to recognize payment types and conduct research on payment inquiries. Professionally and tactfully handles any employee or member inquiries. Reviews active account information for accuracy, as well as all capital credit accounts. Ability to understand member invoices and decipher multiple transactions to support unexpected outcomes. Works with Consumer Accounting group to process capital credits and discounted estates.
EDUCATION / TRAINING	Required: <ul style="list-style-type: none"> • High school education or equivalent. • Three years' experience navigating, maintaining, and updating customer accounting system. • Minimum of three years' experience in general office work including use of calculator, personal computer, and other types of office equipment. • Experience using Microsoft Office, including Excel (or equivalent software). Preferred: <ul style="list-style-type: none"> • Experience using (SEDC) Southeastern Data Cooperative software or related utility software. • Experience analyzing data. • Experience using Microsoft Word and Access (or Report IQ).
KNOWLEDGE / INTERPERSONAL SKILLS	Required: <ul style="list-style-type: none"> • Strong analytical skills. • Skills to exhibit the highest degree of accuracy in working with figures, completion of paperwork, data entry and interpretation. • Excellent math skills to add, subtract, multiply, divide and perform calculations. • Ability to read and comprehend operating instructions. • Excellent interpersonal skills and ability to communicate effectively verbally and in written correspondence with proper use of English language. • 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. • Willingness to support company goals and objectives. • Strong work ethics including attendance, punctuality, motivation and initiative. • Ability to handle confidential material with judgment and discretion. • Ability to organize and multi-task with specific attention to detail.
PROGRESSION	Progression to Consumer Accounting Specialist will require the following: <ul style="list-style-type: none"> • Completion of one year minimum as Consumer Accounting Specialist I • Must pass competency evaluations • Must have recommendation from supervisors in chain of command
WORKING HOURS	<ul style="list-style-type: none"> • 7:00 a.m. to 4:00 p.m., Monday through Friday, with one hour for lunch. Hours are subject to change.
OTHER	<ul style="list-style-type: none"> • Must have valid Georgia Driver's License.
APPLYING FOR JOB	<ul style="list-style-type: none"> • 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. Tuesday, February 17, 2026. • Contacts: Stephanie Cebada-Bembry, Ext. 5542 or Laquita McCrary, Ext. 5561.

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

Posted 02/03/2026

**PHYSICAL DEMANDS FOR ESSENTIAL FUNCTIONS
CONSUMER ACCOUNTING SPECIALIST I**

ALERTNESS & CONCENTRATION	Must be able to concentrate on several things at one time. Be alert to give and receive information and analyze data to make important decisions.
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	<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 print, including small figures. <u>Peripheral Vision</u> - As necessary to drive. <u>Color Vision</u> - For recognizing appropriate forms. <u>Depth Perception</u> - As necessary for driving and operating equipment. <u>Night Vision</u> - 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.
WORKER MOBILITY / WALKING	Can change positions at will. Minimal amount of walking.
LIFTING / CARRYING	Frequently lifts files and printouts. Must be able to lift and carry up to 40 pounds.
PUSHING / PULLING	Required to open/close desk drawers, file cabinets printers and terminals.
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, aligning printer, 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, stapler, screwdriver, and pliers.
SAFETY EQUIPMENT / SAFETY LOSS CONTROL PROCEDURES	None required. Follows prescribed safety rules for office employees.
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.