

**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>Consumer Accounting Specialist I</b>
<b>JOB LOCATION</b>	<b>3 South Macon Street, Reynolds, GA</b>
<b>JOB CLASSIFICATION</b>	Inside Job; Non-Exempt
<b>SUPERVISOR</b>	Supervisor of Consumer Accounting
<b>LAST DATE REVIEWED</b>	January 2025
<b>JOB SUMMARY</b>	Accurately conducts the posting of cash, customer information, drafts, contracts and the processing of returned mail items. Professionally handles any employee or customer inquiries. Reviews active account information for accuracy, as well as all capital credit accounts. Works with Consumer Accounting group to process capital credits and discounted estate.
<b>EDUCATION / TRAINING</b>	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• High school education or equivalent</li> <li>• Experience using (SEDC) Southeastern Data Cooperative software or related utility software</li> <li>• Minimum of 3 years' experience in general office work requiring the knowledge of customer accounting and use of office machines</li> <li>• Experience in dealing with customer records and accounts</li> <li>• Basic operational knowledge of computers</li> <li>• Experience using Microsoft Office software</li> </ul> <p><b>Preferred:</b></p> <ul style="list-style-type: none"> <li>• Experience analyzing data</li> <li>• Experience using Microsoft Excel and Word</li> </ul>
<b>KNOWLEDGE / INTERPERSONAL SKILLS</b>	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• Strong analytical skills</li> <li>• Skills to exhibit the highest degree of accuracy in working with figures, completion of paperwork, data entry and interpretations</li> <li>• Excellent interpersonal skills and ability to communicate effectively verbally and in written correspondence with proper use of English language</li> <li>• 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>• Strong work ethics including motivation and initiative</li> <li>• Ability to handle confidential material with judgment and discretion</li> <li>• Ability to organize and multi-task with specific attention to detail</li> <li>• Skills to use calculator, personal computer and other types of office equipment</li> </ul>
<b>PROGRESSION</b>	<p>Progression to Consumer Accounting Specialist will require the following:</p> <ul style="list-style-type: none"> <li>• Completion of one year minimum as Consumer Accounting Specialist I</li> <li>• Must pass competency evaluations</li> <li>• Must have recommendation from supervisors in chain of command</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. Hours are subject to change.</li> </ul>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Must have valid Georgia Driver's License.</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., Friday, January 24, 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: MINORITES / FEMALES / VETERANS / DISABLED**  
**DRUG FREE / SMOKE FREE WORKPLACE**

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

<b>ALERTNESS &amp; CONCENTRATION</b>	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.
<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 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.
<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.
<b>WORKER MOBILITY / WALKING</b>	Can change positions at will. Minimal amount of walking.
<b>LIFTING / CARRYING</b>	Frequently lifts files and printouts. Must be able to lift and carry up to 40 pounds.
<b>PUSHING / PULLING</b>	Required to open/close desk drawers, file cabinets printers and terminals.
<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, aligning printer, 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. May occasionally visit outdoor business facilities.
<b>MACHINES / TOOLS/ EQUIPMENT</b>	Computer terminal and PC, printer, calculator, copier, paper, pens, pencils, stapler, screwdriver, and pliers.
<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.**