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

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| **JOB POSTING** | **EXTERNAL JOB POSTING** (*Applicants 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:**<br>• Bachelor's Degree in Accounting.<br>• Minimum 4 years' experience in general accounting **OR** 2 years' experience in electric cooperative accounting<br>• Computer experience and proficiency with Microsoft Office products, with strong Excel spreadsheet skills<br>**Preferred:**<br>• Certified Public Accountant (CPA) **OR** CPA candidate<br>• RUS experience with electric cooperative accounting or willingness to enroll in RUS accounting course immediately upon employment |
| **KNOWLEDGE / INTERPERSONAL SKILLS** | **Required:**<br>• Knowledge of GAAP and skills in analyzing data to provide accurate reports.<br>• Strong attention to detail and ability to work under multiple deadlines.<br>• Knowledge of filing and recordkeeping<br>• Skills to search for and compile financial and statistical data.<br>• Skills in public relations, oral and written communications, giving or exchanging information, maintaining workplace confidentiality, and resolving problems.<br>• 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.<br>• 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<br>• Additional hours may be required at certain times during the year. |
| **OTHER** | • Must have and maintain a valid Georgia driver's license.<br>• 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.**<br>• Applications should be emailed to hrapplications@flintemc.com or dropped off at the locations listed above.<br>• 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**

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| **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.<br>Near Visual Acuity - Must be able to see computer screen, keyboard and read all types of print, including small figures.<br>Peripheral Vision - As necessary to drive.<br>Color Vision - For recognizing appropriate forms.<br>Depth Perception - As necessary for driving and operating equipment.<br>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.**