

# Brunswick Electric Membership Corporation

Supply, North Carolina

## General Ledger Coordinator

*Dept:* Administrative/Financial Services

*Reports To:* Supervisor, Accounting

*FLSA Status:* Nonexempt

*Effective/Revised Date:* 8/98-1/99-7/02-2/05/3-08/  
01/2019

### Organizational Relationships

CEO/General Manager  
Vice President, Financial Services  
Supervisor, Accounting  
**General Ledger Coordinator**

### Performance Factor Level:

### Development/Learning Curve

**Customer Focus** 1  
**Teamwork** 1  
**Innovation** 1  
**Communication** 1  
**Initiative** 1  
**Quality Focus** 2  
**Leadership** 1

**6 months**

### Position Purpose:

Perform duties to prepare accounting/financial records and reports for assigned areas and to provide statistical financial reports for the Rural Consumer Service Corporation and SENC Energy, LLC.

### Essential Functions:

- A. Cooperative accounting.
1. Assist with Cooperative's accounting functions as directed by completing a financial accounting record system consisting of journals with original and final entries. Maintain accounting records by department.
  2. Post journal entries to general ledger accounts. Post cash collection sheets and balance payment amounts to totals.
  3. Reconcile monthly general fund bank statement, work with Cashiers and Data Processing to stay in contact with bank to reconcile entries on bank statements and balance all drafts and credit card payments.
  4. Reconcile monthly subsidiary accounts and other accounts as assigned.

## General Ledger Coordinator

5. Prepare franchise and sales tax monthly and quarterly reports.
- B. Rural Consumer Service Corporation accounting.
1. Maintain a complete financial accounting record system consisting of journals with original and final entries.
  2. Prepare and post entries from journals to the general ledger.
  3. Create and analyze records of all balance sheet accounts.
- C. SENC Energy, LLC bookkeeping
1. Maintain a complete financial accounting record system consisting of journals with original and final entries.
  2. Prepare and post entries from journals to the general ledger.
  3. Create and analyze records of all general ledger accounts.

### **Other Duties:**

1. Detect problems and report all unusual conditions to supervisor.
2. Keep work area clean and orderly.
3. Perform other similar or related duties as assigned.

### **Physical Demands:**

Very limited physical effort required to enter data into the computer and produce accounting reports.

### **Mental/Visual Requirements:**

Continuous visual attention and manual dexterity required to complete accounting transactions, analyze data, enter data into the computer, create reports, and prepare reports for distribution.

### **Environmental Conditions:**

Usual office environment.