



Accounting Analyst

Position Description
Effective: March 2026

Classification:	Non-union	FLSA Status:	Exempt
NRECA Job Code:	33-2331	Employment Status:	Full-time
Department:	Accounting & Financial Service	Location:	Dickinson, ND
Reports To:	Business Manager	Supervises:	N/A

DISCLAIMER: THIS IS NOT INTENDED TO CREATE A CONTRACT OR BE AN ALL-INCLUSIVE LIST OF DUTIES. THIS DESCRIPTION MAY BE CHANGED AT ANY TIME WITHOUT NOTICE. IN ORDER TO MAXIMIZE FLEXIBILITY AND EFFICIENCY, EMPLOYEES MAY BE ASSIGNED ADDITIONAL DUTIES AS DEEMED NECESSARY. ALL PRIOR POSITION GUIDES OR DESCRIPTIONS FOR THE ABOVE LISTED POSITION ARE HEREBY REVOKED AND SUPERSEDED.

PURPOSE FOR THE POSITION:

This position performs accounting and billing functions and other various accounting analysis for the cooperative under the supervision and guidance of the Business Manager.

QUALIFICATIONS AND EXPERIENCE:

Bachelor of Science degree in accounting or finance is required. Additionally, 2-5 years of accounting experience is preferred. Experience in using accounting software(s) is desired. Organization, communication, and time management skills are essential. Must have proficient computer skills in Microsoft Office Suites, Outlook, and Teams. A valid North Dakota Driver's license is required.

CORE COMPETENCIES:

- Promote safety in every activity and attend scheduled safety meetings as directed. Become familiar with and abide by the cooperative safety rules and procedures.
- Continually develop and recommend more efficient and effective ways of carrying out the duties and responsibilities of the position.
- Review and abide by established policies and procedures of the cooperative, and associated entities.
- Promote teamwork through communication and cooperation. Treat co-workers in a respectful, considerate, and professional manner and consider the opinions and personal needs of others.
- Accept and adapt positively to changes in the position and within the cooperative, and associated entities. Develop a commitment to accept ongoing change.
- Be a positive influence within and outside of the cooperative, and associated entities.
- Support the cooperatives' mission by staying current with information to cultivate and positively project the cooperatives' philosophy.
- Promote a high standard of morale among employees by using team spirit and enthusiasm.
- Accept responsibility for the duties of the position. Work diligently toward complete and accurate work assignments.

ESSENTIAL JOB FUNCTIONS:

1. Balance notes payable and receivable against general ledger and subsidiary balances.
2. Provide support for the business manager during the audit cycle.
3. Assist in the preparation of budgets.
4. Originate and maintain installment loans.
5. File state tax reports.
6. Assist with the accounts payable process and reporting.
7. Prepare miscellaneous receivable billings.
8. Maintain fleet management.
9. Maintain cooperative investment records.

10. Administer asset management.
11. Administer and reconcile petty cash fund.
12. Performs other tasks and assumes other responsibilities as assigned by supervisor.

ESSENTIAL PHYSICAL REQUIREMENTS:

PHYSICAL REQUIREMENTS	0 - 24%	25 - 49%	50 - 74%	75 - 100%
Seeing: Read documents and computer screen and operate vehicle.				X
Hearing: Communicate in person and via telephone.				X
Standing/Walking:		X		
Fingering/Grasping/Feeling: Use of pen, keyboard				X
Climbing/Stooping/Kneeling, etc.: Stairs	X			
Lifting: Able to lift a maximum of 50 pounds from the floor	X			

WORKING CONDITIONS:

LOCATION	0 - 24%	25 - 49%	50 - 74%	75 - 100%
Indoors, In an Office			X	
Indoors, Warehouse/Shop	X			
Outdoors, Moderate/Extreme Weather Conditions	X			
Working at Heights greater than 5 feet above the ground.	X			

REMARKS: I have read my Position Description and understand my assigned responsibilities and have been given a copy of this Position Description. I also certify by my signature below that I am able to perform the essential functions of this position description either with or without reasonable accommodation(s).

Accepted by: _____
Employee *Date*

Approved by: _____
Business Manager *Date*