DEMEC
Delaware Municipal Electric Corporation

Interested applicants are encouraged to send a resume and cover letter to jobs@demecinc.net

Job Title:	**Accounting Analyst I**
Job Category:	Professionals
Pay Grade Level:	31
Salary Range:	$22.95/hour - $34.42/hour
Schedule:	Full-Time
Exemption Status:	Non-Exempt
Reports To:	Director of Finance

Job Summary

The Accounting Analyst I is responsible for supporting day-to-day accounting operations as they relate to corporate financial accounting. This role ensures the accurate processing, recording, and reconciliation of financial transactions to maintain reliable financial records for a joint action agency and wholesale electric provider. The Accounting Analyst I reviews invoices, processes payments, applies receipts, and assists with resolving discrepancies in a timely manner. Attention to detail, analytical thinking, and the ability to identify and communicate inconsistencies are essential. The position requires a self-motivated, detail-oriented individual who can work independently on routine tasks while collaborating effectively with accounting staff and internal stakeholders, demonstrating strong written and verbal communication skills.

Essential Job Duties

1. Support the development and ongoing maintenance of accounting principles, practices, and procedures to ensure accurate accounting of all utility transactions and the timely preparation of financial statements. Regularly review the procedures manual to ensure it remains comprehensive and current
2. Assure that assigned work is completed accurately and on time while managing tight deadlines across a range of accounting activities, including general ledger preparation, billing, accounts receivable and accounts payable processing, as well as monthly reconciliations for bank accounts, credit cards, bonds, and investment statement.
3. Process accounts payable transactions in a timely manner, including reviewing and approving vendor invoices, ensuring alignment with budget requirements, investigating and resolving discrepancies and processing payments.
4. Respond to accounts payable and accounts receivable inquiries and ensure timely follow up.
5. Assist with development of annual budgets and provide support for ongoing budget and forecast activities.

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6. Assist with external reporting to vendors, trading counterparties, financial institutions, and bond holders, ensuring accuracy, completeness, and timely distribution.
7. Assist with year-end audit preparation.
8. Assist the ongoing maintenance of the corporate accounting system and database used for billing and reporting of power supply, power plant operations, and PJM market settlements, including the preparation and execution of weekly and monthly financial settlements with PJM and external counterparties.
9. Review and distribute quarterly budget updates to DEMEC staff to ensure expenses are accurately classified.
10. Assist with PJM shadow settlements, this includes large load customers, to ensure accurate member billing and accounting reports.
11. Assist with maintaining the member and generation asset hourly demand and consumption database for future power supply planning.
12. Ensure clear, accurate communication and reporting of data between the company and its vendors, contractors, contract service providers, power plant staff, consultants, regulatory agencies, and external parties. Respond to inquiries from senior management regarding financial results and special reporting requests.
13. Assist with maintenance of multiple history database files on a monthly/annual basis. This includes analytic review of the monthly/annual data collected.
14. Ensure that all record keeping complies with generally accepted accounting principles and satisfies the requirements of auditors and government agencies.
15. Collaborate with other staff to support overall corporate goals and objectives.
16. Responsible for making trips to the bank for deposits and to the post office as needed.
17. Adherence to all Finance Department deadlines as determined by the CFO.
18. Maintain depreciation schedules.
19. Assist with Finance training workshops sponsored by DEMEC.
20. Other projects/duties as assigned for the overall benefit of the Company.

Other Job Duties & Responsibilities

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

After Hours Responsibilities

The incumbent in this position must have the ability to work additional hours, including weekends and evenings as occasionally required with or without significant prior notice.

Minimum Education and/or Experience

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1. Bachelor's in business with an emphasis in finance or accounting or commensurate experience in the accounting and reporting functions of a corporation.
2. Minimum 2+ years of related experience is preferred.

Required Qualifications (knowledge, skills, and abilities)

Specific knowledge required to satisfactorily perform the functions of the position include:

1. Strong knowledge of computer applications including Microsoft Office Suite (specifically Microsoft Excel, PowerPoint, and Word) and QuickBooks required.
2. Must be PC-proficient and able to thrive in a fast-paced setting.
3. Strong experience in providing quality customer service both internally and externally.
4. Understand the role of accounting in the organization and its impact on the overall financial operation, including its application to reporting, analysis, and decision-making.

Specific skills required to satisfactorily perform the functions of the position include:

1. Excellent planning, project management, prioritization, organizational, database management, and procedure writing skills are required.
2. Excellent interpersonal skills, including the ability to facilitate, coordinate and lead work teams, and resolve interpersonal issues. Must be a consummate team player.
3. Strong working skills in computer technology including Microsoft Office Suite, with advanced Excel skills.
4. Excellent verbal and written communication skills including proofreading.
5. Self-starter who is motivated, proactive, professional, and driven by a positive action-oriented approach.
6. Highly accurate with attention to detail that can stand up to the scrutiny of internal and external audits.
7. Highly reliable and responsible while demonstrating sound judgement, integrity, thoroughness, discretion, and dependability with a strong work ethic.
8. Excellent research, analytic, and deployment skills.
9. Understand and navigate financial systems to extract relevant information and assess/monitor technology risks and associated issues with automated vs. manual business processes.

Specific abilities required to satisfactorily perform the functions of the position include:

1. Ability to quickly learn Company policies and procedures.
2. Ability to become proficient in new applications for future growth and compliance.
3. Ability to use verbal and written communication skills to explain business concepts to staff, Members, and external stakeholders.
4. Ability to act and conduct tasks in an ethical and professional manner.
5. Ability to perform duties both independently and as part of a team, with sound judgement and initiative.
6. Ability to comprehend and prepare clear, concise, complex reports.

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7. Ability to multi-task in a dynamic environment while working on multiple projects concurrently and properly prioritize tasks in a timely manner to meet deadlines.
8. Ability to respond to unplanned and high stress organizational situations calmly, quickly, and efficiently and to work in potential high stress situations for extended periods of time using critical thinking and problem-solving skills.
9. Ability to establish, build, and maintain effective working relationships with consultants, DEMEC staff, and DEMEC Members.
10. Ability to maintain confidential information.
11. Ability to build consensus positions and communicate clearly and effectively at a high level.
12. Ability to evaluate relevant information, conduct, appropriate analyses, and interpret the outputs to assess performance and influence business decisions; search for best solutions and respond quickly to new challenges.
13. Ability to remain positive in new or complex situations, manage change effectively, move between tasks without having to finish each one, consider the best alternatives when all of the information is not readily available, and be comfortable with level of risk and uncertainty.
14. Ability to secure and compare information from multiple sources to identify business issues, recognize the need for additional information and asks questions to obtain it, commit to an action after weighing alternative solutions against important decision criteria, include others in the decision-making process as warranted to obtain good information, make the most appropriate decisions, and ensure buy-in and understanding of the resulting decisions.
15. Ability to take prompt action to accomplish objectives and achieve goals beyond what is required.
16. Ability to assume personal responsibility for organizational achievements, challenge others to do the same, champion for quality and timeliness, and persist despite obstacles.
17. Ability to expand knowledge in a fast-paced industry and field.
18. Ability to successfully pass a State of Delaware background test.

Physical / Environmental Demands

1. Fully on-site position.
2. Requires the use of standard office environment.
3. Incumbent frequently sits for an extended period of time.
4. Must be able to lift and carry related materials or parts of at least 25lbs while adhering to safety standards.
5. Must be able to lift materials overhead to complete job tasks as needed.
6. Must be able to type on a keyboard, use a mouse, and view monitors for an extended period of time in an administrative setting.

Certificates / Licenses / Registrations

1. Requires a current valid driver's license with no outstanding violations.
2. Requires adequate personal and vehicle insurance as specified in the Employee Handbook.

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Special Requirements / Company Culture

The Delaware Municipal Electric Corporation requires that all employees must consistently demonstrate their ability to be professional, courteous, and competent in all their interactions with the public, members, and fellow employees.

Equal Employment Opportunity Statement

DEMEC is an Equal Opportunity Employer. DEMEC does not discriminate on the basis of race, religion, color, sex, gender, identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or other basis coved by appropriate law. All employment is based on qualifications, merit, and business need. Women, minorities, disabled individuals, and veterans are encouraged to apply.