



Job Description Work Order Clerk

Department: Accounting

Last Updated: 01/06/2022

Reports To: Supervisor, Accounting & Work Orders

Classifications:

<input type="checkbox"/> Non-Bargaining Unit	<input type="checkbox"/> Exempt	<input type="checkbox"/> Supervisory	<input type="checkbox"/> Senior Staff
<input checked="" type="checkbox"/> Bargaining Unit	<input checked="" type="checkbox"/> Non-Exempt	<input type="checkbox"/> Non-Supervisory Management	<input type="checkbox"/> Executive Team

Supervises: N/A

Job descriptions are subject to modification to reasonably accommodate individuals with disabilities, depending on risk to health and safety of the employee and/or others. The basic requirement of every position is to perform all tasks as assigned. Duties and scope of position may change based on needs of the Company. This document does not create an employment contract, implied or otherwise.

GLE staff members are required to work in a safe manner in accordance with regulatory standards and requirements and with the procedures listed in the Cooperative's Safety Handbook.

Efficient and cooperative work is required of staff, which includes regular, dependable, punctual attendance except when required by law, and timely and accurate performance of duties.

Position Summary:

Support comprehensive property and accounting records by calculating, posting and verifying data according to professional and industry requirements and Company policies and procedures.

Experience/Education:

- High school diploma or equivalence certificate in addition to competency in accounting principles and procedures, typically attained through two or more years of experience, or equivalent experience/education.
- Competent with Microsoft Office: Excel, Word, Outlook.
- Competent with general office equipment.
- Competent with position specific equipment.

Essential Duties/Responsibilities:

- Review electric distribution and fiber buildout work order (WO) materials charged out to as-built staking sheets and material picking lists, Continuing Property Records (CPRs), and Rural Utilities Service (RUS) coding for accuracy prior to WO closing; make adjustments and corrections as necessary or direct others in doing so.
- Monitor construction invoices for accuracy based on current contract rates and verify invoices posting to correct work order.
- Transfer dollars to the correct general ledger account or work order as necessary.
- Process and close work orders.
- Create storm and outage work orders; create material picking lists and assist with allocation of storm costs between capital and expense and reporting of storm expenses.
- Charge out materials and assign CPRs and project codes.
- Periodically review old work orders and resolve status by closing, deleting, or transferring costs to ensure open work orders that are reasonably current

- Prepare and distribute month end WO reports as requested.
- Coordinate with Fiber Program Manager to track Fiber Distribution Area (DA) project budget dollars, create charge codes, and report on progress of DA projects.

Significant Duties/Responsibilities:

- Assist with RUS and financial statement audits.
- Assist with tracking and accounting of physical electric distribution and fiber material inventory and processes.
- Prepare journal entries related to area of responsibility.
- Post approved General and Recurring Journal Entries to the General Ledger.
- Assist in workflow creation and management for both fiber and joint work orders with operations, engineering, member support, and accounting.
- Prepare and process third party billable work orders.

Required Skills:

- Ability to effectively read, write and speak the English language to communicate in a clear, straight-forward, and professional manner.
- Critical Thinking: using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Active Listening: giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Active Learning: understanding the implications of new information for both current and future problem-solving and decision-making.
- Problem Solving: identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Instructing: teaching others how to do something.
- Service Orientation: actively looking for ways to help people.
- Monitoring: monitoring/assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action.
- Judgment and Decision Making: considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Time Management: managing one's own time.
- Quality Control Analysis: conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Troubleshooting: determining causes of operating errors and deciding what to do about it.
- Social Perceptiveness: being aware of others' reactions and understanding why they react as they do.
- Mathematics: using mathematics to solve problems.

Attributes:

- Integrity: Exhibits a high degree of integrity and honesty.
- Diplomacy: able to use appropriate diplomacy and tact with members, customers and other contacts.
- Confidentiality: able to exercise appropriate discretion and confidentiality.
- Oral Comprehension: able to listen to and understand information and ideas presented through spoken words and sentences.

- **Speech Recognition:** able to identify and understand the speech of another person.
- **Written Comprehension:** able to read and understand information and ideas presented in writing.
- **Near Vision:** able to see details at close range (within a few feet of the observer).
- **Time Sharing:** able to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).
- **Memorization:** able to remember information such as words, numbers, pictures, and procedures.
- **Problem Sensitivity:** able to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Deductive Reasoning:** able to apply general rules to specific problems to produce answers that make sense.
- **Inductive Reasoning:** able to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Finger Dexterity:** able to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- **Number Facility:** able to add, subtract, multiply, or divide quickly and correctly.
- **Information Ordering:** able to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Category Flexibility:** able to generate or use different sets of rules for combining or grouping things in different ways.
- **Speed of Closure:** able to quickly make sense of, combine, and organize information into meaningful patterns.

Additional Preferences:

- Experience with Rural Utilities Service (RUS) construction units and work order accounting procedures.

Problem Solving and Freedom to Act:

Problems are moderately difficult. Methods and procedures are defined but judgment may be required to apply them to work. Work is routine and tasks are directly related.

Working Relationships/Communications:

Requires contacts for the purpose of exchanging routine information that requires interpretation as well as clarification.

Internal: Peers, management

External: Auditors, vendors, contractors