

Human Resources Specialist / Accounting Assistant

REPORTS TO:

Finance Manager

SUPERVISES:

None

QUALIFICATIONS:

Education: Associate degree in business administration, human resources or accounting is required. A Bachelor's degree is preferred.

Experience: General familiarity with accounting and human resource through prior experience. Electric cooperative experience is preferred.

Knowledge: Knowledge of human resources, employee benefits, office procedures, general accounting and reconciliation of accounts. Must possess, or obtain within a reasonable time frame, a general knowledge of RUS electric cooperative accounting. Knowledge of NISC software is a plus.

Skill: Must be able to compose clear, concise and grammatically correct written communications with attention to detail, analyze complex written documents, negotiate conflicts and problems, identify and resolve administrative problems, work under pressure while managing deadlines. Must be able to communicate with individuals and small groups in a clear and effective manner.

HUMAN RESOURCES JOB FUNCTIONS:

Maintains the security of confidential information.

Establishes and implements employee orientation procedures and on-boarding process.

Identifies staffing needs through workforce planning and management projections. Recruits, evaluates, interviews and actively participates in hiring decisions.

Provides employee separation notices and related documentation, and conducts exit interviews.

Provides expertise and assistance in the management of the workforce in the areas of hiring, coaching, discipline and separation.

Assists with developing Cooperative's wage & salary plan.

Administers the benefit plans and programs, including health, life, disability, 401k retirement plan, RS plan, 125 plans, Health Savings Account, leaves of absence, and the employee assistance program. Maintains records of benefits plans participation and other personnel transactions such as hires, promotions, transfers, performance reviews, terminations and other employee statistics. Serves as Group Health Plan's Privacy Officer.

Periodically audits benefits and compensation data in payroll records against personnel records.

Schedules and maintains records for DOT physicals.

Administers the wage and salary compensation plan and completes compensation and benefits surveys as appropriate. Submits annually to NRECA non-discrimination test information, W-2 salaries and November 15 base salaries.

Researches and recommends employment policies and procedures. Is responsible for compliance with federal and state employment laws. Maintains and updates Employee Handbook as needed.

Identifies and complies with legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures and reporting are in compliance.

Performs submission, process and conclusion of workers compensation claims and coordinates with payroll when necessary. Prepares data for annual workers compensation audit.

Completes and submits monthly accident report to KEC. Completes and submits annual no lost time accident reports to KEC and Federated Rural Electric Insurance.

Prepares and posts OSHA Form 300.

Performs semi-monthly payroll functions including payment of payroll taxes, check requests for deductions and payroll transfer. Completes quarterly payroll tax reports. Completes W-2's annually.

Assists with employee safety, job training, loss control programs.

Responsible for defining, submitting and controlling HR budget costs.

ACCOUNTING JOB FUNCTIONS:

Participates and assists in financial audits.

Prepares and enters fixed journal entries.

Performs accounts payable responsibilities, including assignment of general ledger accounts to invoices, data entry of accounts payable invoices and ACH payments, obtains IRS Form W-9, prepares checks for payments of invoices, scans documents for storage in NISC iVUE Doc Vault, maintains all accounts payable system records, prepares month end reports. Prepares the Cooperative's 1099s on an annual basis.

Balances and processes employee and trustee expense reports.

Assists the Finance Manager by balancing subsidiary ledgers to the general ledger.

Completes monthly closing process for work orders, special equipment and line material. Maintains standard costs and other related procedures to ensure accurate reporting of asset costs. Processes year-end inventory for line material.

Performs submission, process and conclusion of auto and general liability insurance claims.

GENERAL JOB FUNCTIONS:

Assists with and participates in the annual Cooperative meeting of members.

Performs general office duties such as answering telephones, assisting with phone calls for planned outages and occasionally assisting members.

Cross-trains in other areas to fill in for absent employees.

Maintains official cooperative board resolutions.

Ensures adequate and systematic filing of records, and when applicable, destruction of records according to records retention policy.

Attends industry related training, when appropriate.

Other duties as assigned.

RESPONSIBILITY/ACCOUNTABILITY:

Must inform superiors of non-routine situations. Due to the nature of the position held, is responsible for ensuring that employees regardless of rank, adhere to applicable laws, regulations and requirements that fall within their area of responsibility and are required to notify the General Manager and Finance Manager of any discrepancies in the enforcement of legal requirements.

PHYSICAL AND EMOTIONAL DEMANDS:

Requires continuous sitting and use of keyboard/computer and occasional standing, walking, bending and climbing stairs, kneeling and reaching. Requires ability to lift, carry, push, pull or move up to twenty-five (25) pounds. Requires finger dexterity, good vision and hearing and the ability to speak. Will be required to twist and rotate continuously on a daily basis in using the computer, reaching around a desk, being on the phone and doing other tasks.

Must be able to organize, plan, schedule and coordinate with minimal or no supervision.

Must be able to initiate and complete projects with little outside direction or help.

Must be able to listen and understand information verbally and in writing.

Must be able to work calmly and effectively under pressure while managing deadlines.

Must work with integrity, high ethical standards and a strong work ethic.

Must demonstrate good judgement and be able to make decisions.

Must be self-motivated to identify areas for improvement and implement changes as needed.

Must be able to complete all assignments with attention to detail and accuracy and possess the ability to conduct research.

Must act in a manner which is professional, pleasant, cooperative and mature.

Must hold a valid driver's license.

Must maintain a working knowledge of Cooperative Bylaws, policies, procedures and safety manual.

Must be able to attend work on a regular and predictable basis.

Office equipment used frequently includes personal computers, copiers, scanners, fax machines and adding machines. Software used frequently includes Microsoft Office and Windows and NISC iVUE software.

WORKING CONDITIONS:

Work performed is done indoors in an office setting. Occasional travel may be required. The typical work schedule is 40 hours per week, M-F 8:00 a.m. to 5:00 p.m. Working beyond 40 hours may be required and may include evening and/or weekend work.

NON-DISCRIMINATION:

Lane-Scott Electric is an Equal Opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, gender identity, sexual orientation, pregnancy, age, religion, national origin, disability or veteran status.

The position description does not constitute a written or implied contract of employment, other than an “at will” employment relationship.

Interested applicants should submit their cover letter and resume with references to: Finance Manager/Benefits Administrator, Lane-Scott Electric Cooperative, Inc., PO Box 758, Dighton, Ks. 67839 or e-mail to kathy.lewis@lanescott.coop

Lane-Scott Electric Cooperative, Inc.

APPLICATION FOR EMPLOYMENT

Lane-Scott Electric is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, gender identity, sexual orientation, pregnancy, age, religion, national origin, disability or veteran status.

PERSONAL INFORMATION

Incomplete information could disqualify you from further consideration. Please complete all fields.

Name _____ Date _____

Address _____

E-mail Address _____

Home Phone # _____ Cell Phone # _____

Are you eligible to work in the U.S? Yes No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.)
 Yes No

Have you ever been terminated from employment or asked to resign by an employer?
 Yes No

If yes, please provide company names and details _____

Can you work overtime, including weekends? Yes No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Yes No

EMPLOYMENT DESIRED

Date you can start _____ Hourly Rate/Salary desired _____

Position desired _____

Are you currently employed? Yes No

If so may we inquire of your present employer? Yes No

If presently employed, why are you considering leaving? _____

Have you ever worked for this company before? ___ Yes ___ No

Explain _____

Do you know anyone who works for our company? ___ Yes ___ No

If yes, who? _____

EDUCATION	Name and location of school	No. of yrs. Attended	Degree Received	Subjects studied/ Major
High School	_____	_____	_____	_____
College or University	_____	_____	_____	_____
Trade, Business or Correspondence School	_____	_____	_____	_____

Account for any full month since leaving school (high school or college) that you were not working:

From _____ To _____ Reason: _____

From _____ To _____ Reason: _____

From _____ To _____ Reason: _____

EMPLOYMENT HISTORY Starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

From _____ To _____ Job Title _____

Immediate supervisor and title _____ Telephone _____

Employer Name and Address _____

Summarize the nature of work performed and job responsibilities _____

Reason for leaving _____

From _____ To _____ Job Title _____

Immediate supervisor and title _____ Telephone _____

Employer Name and Address _____

Summarize the nature of work performed and job responsibilities _____

Reason for leaving _____

From _____ To _____ Job Title _____
Immediate supervisor and title _____ Telephone _____
Employer Name and Address _____
Summarize the nature of work performed and job responsibilities _____

Reason for leaving _____

From _____ To _____ Job Title _____
Immediate supervisor and title _____ Telephone _____
Employer Name and Address _____
Summarize the nature of work performed and job responsibilities _____

Reason for leaving _____

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain. _____

Computer Skills (please describe): _____

REFERENCES Give the names of three persons not related to you, whom you have known at least three (3) years.

Name	Address, Phone, Email	Company	Years Acquainted
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____

Please read carefully before signing.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Lane-Scott Electric to hire me. If I am hired, I understand that either Lane-Scott Electric or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Lane-Scott Electric has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Lane-Scott Electric true and complete information on this application. No requested information has been concealed. I authorize Lane-Scott Electric to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date _____ Signature _____