

# Assistant Controller

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## General Statement of Duties

Performs professional accounting work in support of the company's financial operations, including responsibility for capital credits administration, general ledger activities, and month-end close processes. This position provides advanced accounting support to the Controller and assists in maintaining accurate financial records, improving processes, and ensuring compliance with accepted accounting principles.

## Distinguishing Features of the Class

An employee in this class performs a variety of professional accounting functions requiring independent judgment and a solid understanding of accounting principles and practices. Work includes ownership of the company's capital credits program, preparation and review of journal entries, reconciliations, reconciliation of financial data, and support of the monthly and annual financial reporting processes.

The employee is expected to handle more complex accounting tasks, reduce the day-to-day workload of the Controller, and assist in improving the efficiency and accuracy of accounting operations. Work is performed under the general supervision of the Controller and is evaluated through review of reports, accuracy of financial records, and overall effectiveness in assigned responsibilities.

## Duties and Responsibilities – Essential Duties and Tasks

- Capital Credits Program (Primary Responsibility)
  - Administers and maintains the company's capital credits program, including allocations, retirements, and recordkeeping
  - Ensures accuracy of member data and compliance with applicable policies and procedures
  - Coordinates with external consultants on unclaimed capital credits and escheat processes
  - Prepares reports and supporting documentation related to capital credits for management and auditors
  - Serves as internal subject matter expert for capital credits processes and inquiries

- General Accounting and Financial Operations
  - Prepares and reviews journal entries and general ledger transactions
  - Performs account reconciliations and resolves discrepancies
  - Assists with month-end and year-end close processes
  - Maintains accuracy of financial records in accordance with established accounting principles
  - Supports audit preparation by compiling schedules, documentation, and responding to auditor requests
  
- Operational and Process Support
  - Assists in maintaining and improving accounting processes and internal controls
  - Supports the Controller in financial reporting, budgeting, and analysis activities
  - Identifies process inefficiencies and recommends improvements
  - Provides guidance and support to accounting staff on routine transactions and procedures
  
- Reporting and Analysis
  - Assists in the preparation of financial reports and supporting schedules
  - Compiles and analyzes financial data for accuracy and completeness
  - Supports tracking of expenditures, revenues, and key financial metrics

### **Additional Job Duties**

- Performs related duties as required.

### **Recruitment and Selection Guidelines - Knowledge, Skills, and Abilities**

- Considerable knowledge of accounting principles, practices, and procedures
- Knowledge of general ledger accounting, reconciliations, and financial reporting
- Knowledge of spreadsheet and accounting software applications
- Ability to analyze financial data and identify discrepancies or trends
- Ability to maintain accurate records and prepare clear, concise reports
- Ability to manage multiple priorities and meet deadlines
- Ability to exercise independent judgment and initiative

- Ability to communicate effectively in oral and written forms
- Ability to establish and maintain effective working relationships with coworkers, auditors, and external partners

### **Physical Requirements**

- Must be able to physically perform the basic life operational functions of stooping, reaching, walking, fingering, grasping, hearing, talking, and repetitive motions.
- Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects.
- Must possess the visual acuity to prepare data and statistics, work with accounting processes, handle proofing tasks, do extensive reading, and operate a computer terminal.

### **Desirable Education and Experience**

- Graduation from a four-year college or university with major coursework in accounting, finance, or a related field.
- Experience in professional accounting work, including general ledger and financial reporting.
- Experience with utility accounting or capital credits processes preferred.
- Or an equivalent combination of education and experience.

### **Special Requirements**

- Possession of a valid North Carolina driver's license.