

**Maquoketa Valley Electric Cooperative**  
**Job Description NRECA Job Code – 33-2411**

<b>Job Title:</b>	Bookkeeper	Prepared by: Human Resources
<b>Department:</b>	Finance	Prepared Date: January 2026
<b>Reports To:</b>	Supervisor of Accounting and Administrative Services	Approved by: Kelly Gibbs
<b>FLSA Status:</b>	Non-exempt-hourly	Approved Date: January 2026

**SUMMARY**

This position is responsible for the safeguarding the Cooperative's financial assets through the maintenance of complete and accurate records and the timely recording of all transactions. This position is also responsible for maintaining of MVEC capital credits program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Maintains Capital Credit computer system records by assisting with general retirement allocation processing, sending estate papers, follow-up, paying estates, reconciling checks and locating former members
- Reconciles e-bill account daily
- Counts cash drawer and makes deposits
- Enters deposits in cash receipts book, computes and balances
- Processes accounts payable
- Reconcile cash, accounts receivable and other accounts
- Enters journal entries and fixed journals

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess an understanding of generally accepted accounting practices and procedures. Must be able to acquire, within a reasonable time span, knowledge of MVEC capital credit policies and procedures.

Must be able to operate standard office equipment including computers, calculators, scanners etc.

Must be able to perform the activities necessary to complete work assignments described in the duties and responsibilities section.

Must be able to work with a variety of people under varying circumstances.

Must be able to organize work, set priorities and complete assignments with attention to detail and a high degree of accuracy.

Excellent organizational and multi-tasking skills.

Excellent follow through abilities

Self-motivated, discreet, resourceful and detail-oriented

Ability to think creatively to solve problems

Ability to define problems, collect data, establish facts and draw valid conclusions

### **EDUCATION and/or EXPERIENCE**

High school graduate or equivalent is required. Associates degree in Accounting or related field is preferred.

### **REQUIRED LICENSES OR CERTIFICATIONS**

Valid Driver's License is preferred, but not required

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, financial reports, and governmental regulations. Ability to effectively present information and respond to questions from groups of managers, co-workers and members.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, and percentages. Proficient in Microsoft Word, Excel, and Access.

### **REASONING ABILITY**

Ability to apply common sense understanding, and to carry out instructions furnished in written, oral, or diagram form; Ability to deal with problems involving several concrete variables in standardized situations; Ability to define problems, collect data, establish facts, and draw valid conclusions.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee frequently is required to stand. The employee is occasionally required to walk. The employee will occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

May require occasional travel for training.