

# ACCOUNTANT POSITION

## Job Details

T.I.P. Rural Electric Cooperative is seeking qualified applicants for the position of Accountant at our headquarters in Brooklyn, Iowa. T.I.P. REC is a member-owned electric distribution cooperative serving approximately 7,000 members with 1,764 miles of line in portions of 10 counties. In this position, you will work closely with our team to develop the knowledge, ability, and other qualifications to perform the duties of an Accountant.

Individuals in this position perform administrative work to provide specialized accounting services which result in timely and accurate financial reporting to management, government agencies and other departments and divisions as required. Primary responsibility includes providing basic financial and statistical information that is used in planning and developing effective controls. Work is performed under the direction of the CFO who evaluates performance based on the quality of financial data maintained and the accomplishment of individual and division goals and deadlines.

This position offers a comprehensive benefits package.

T.I.P. Rural Electric Cooperative is an equal opportunity employer.

**Employment type:** Full-Time

**Regular working hours:** 6:30 AM to 4:00 PM, Monday–Thursday, 7:00 AM to 11:00 AM Friday (Some flexibility here outside of 7:00-3:30 and 7:00-11:00)

## Essential Duties

Note: All employees are expected to demonstrate cooperation in working with others, deal effectively with members and practice safety consciousness.

- **Payment Processing.** Codes and schedules invoices and requests for payment by check. Prepares and files 1099 forms for all eligible transactions.
- **Subsidiary maintenance.** Enters transactions into abandoned property, accounts payable, fleet, plant and miscellaneous accounts receivable subsidiaries. Reconciles subsidiary detail to general ledger control totals.
- **Research and data analysis.** Prepares informational, statistical, and financial detail schedules necessary for transaction processing, reconciliations, forecasting, financial, audit and tax reporting. Analyzes transactions for compliance with corporate procedures, regulatory requirements, and tax statutes. Performs research as necessary to identify exceptions.

- Reporting. Prepares financial reports, tax documentation and tax returns for management, board and audit review. After approval, submits reports and returns with agencies and regulatory bodies on or before filing deadlines.
- Other Essential Duties. Assists and supports other accounting staff in the performance of their assigned duties. Each employee is responsible for performing other duties as required to benefit the cooperative and its members, including responding to and/or assisting in emergency situations.

## Requirements

- A bachelor's degree in Accounting is preferred, however a bachelor's or associate's degree in Finance, Business Administration, or similar degree with at least 3 years of relevant experience will be considered.
- Knowledge of Microsoft Office and other technology software/tools used in the department.
- Ability to read and comprehend written and verbal instructions and to communicate with other employees and the general public.
- Ability to operate personal computers, copiers, calculators and other business equipment.
- Ability to use discretion with confidential data.
- Ability to complete various tax returns, management and regulatory reports, analyses and adjusting and closing entries.

All applicants who are selected for a position at T.I.P. Rural Electric Cooperative must pass a pre-employment physical examination, motor vehicle driving record check, and drug & alcohol test prior to starting employment.

## Contact Information

Interested applicants should submit a resume and cover letter to:

T.I.P. Rural Electric Cooperative  
Attn: Lee Hawkins  
320 Industrial Dr.  
P.O. Box 534  
Brooklyn, IA 52211

Or email:  
[lhawkins@tiprec.com](mailto:lhawkins@tiprec.com)

The deadline to apply is Friday, January 23<sup>rd</sup>, 2026.