



Accounting Associate

POSITION

This position will be responsible for the accurate accounting of the company's fixed assets, daily monitoring of cash and investment accounts, and assisting with the preparation of tax returns. Other responsibilities will include performing Accounts Payable backup tasks, assisting in preparation for the annual audit, assisting in the preparation of the company's financial statements, assisting in the preparation of the company's monthly financial forecasts, and assisting in the preparation of the company's annual budget.

KEY INTERFACES

Reports To: Accounting Manager
Direct Reports: None

REQUIRED QUALIFICATIONS

- Requires a bachelor's degree in an appropriate discipline.
- Experience with automated accounting systems, computers and related computer software.
- Effective written and oral communication skills.
- Corporate tax return preparation experience is desired but not mandatory.
- Candidate working toward CPA preferred but not required.

RESPONSIBILITIES

Fixed Assets

- Performs all general ledger duties related to fixed assets.
- Assists in preparation of property tax returns.
- Maintains FAS Accounting software.

Cash (NRCO)

- Monitors cash and investment accounts on a daily basis; enters activity into accounting software and cash book.
- Processes checks received from customers and members.

Tax

- Monitors tax filing deadlines.
- Assists in the preparation of state and federal tax returns.
- Analyzes filing requirements and tax consequences.
- Monitors Economic Incentives and prepares and maintains files to comply with filing requirements and track reimbursement activity.

Financial

- Assists with monthly closing process.
- Creates and maintains reports within the accounting software system.
- Prepares and maintains files for monthly journal entries.
- Assists with preparation of annual budget and monthly financial forecasting.
- Assists with preparation of financial statements and the annual financial audit.
- Assists with special projects.

Accounts Payable

- Performs backup responsibilities related to processing vendor invoices and employee expense reports.
- Prepares the Form W-9s and annually prepares the Form 1099's to send to vendors.

Other

- Will adhere to all APM corporate policies and comply with all APM regulatory requirements, including but not limited to NERC, FERC, and relevant state regulations, as applicable to this position.

SALARY RANGE

Commensurate with experience

LOCATION

National Service Center in Carmel, Indiana