



Volunteer Energy Cooperative

POSITION OPENING NOTIFICATION

(Internal/External)

Position

Junior Accountant/Accounts Payable Specialist
(Non-Exempt)

Posting Date

September 8, 2026

Department

Finance & Accounting

Location

Corporate Office

SUMMARY

The primary mission of the Junior Accountant/Accounts Payable Specialist is to be a key member of the accounting and finance team. This position plays a crucial role in the timely and accurate processing of vendor payments and maintaining financial records related to accounts payable using the National Information Solutions Cooperative (NISC) software. The Junior Accountant/Accounts Payable Specialist will collaborate with various departments and vendors to ensure the efficient management of accounts payable functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Invoice Processing:** Receive, review, and process invoices in accordance with VEC's policies and procedures using the NISC software. Match invoices with purchase orders and verify accuracy of billing details, pricing, and payment terms.
- **Vendor Management:** Maintain positive relationships with vendors and respond to inquiries regarding payment status, discrepancies, and billing issues promptly and professionally.
- **Payment Processing:** Prepare and process payments for approved invoices, including checks, electronic funds transfers (EFTs), and Automated Clearing House (ACH) transactions through the NISC software.
- **Data Entry and Coding:** Accurately enter data related to accounts payable, including invoice details, expense allocations, and general ledger coding, ensuring proper classification and accurate financial reporting.
- **Reconciliation:** Regularly reconcile accounts payable transactions with vendor statements and resolve any discrepancies or outstanding items.
- **Month-end Close:** Assist in the month-end closing process by ensuring all accounts payable entries are accurately recorded and financial records are up to date.
- **Compliance:** Adhere to all relevant laws, regulations, and company policies related to accounts payable, data protection, and financial transactions.

- Documentation: Maintain organized and complete records of accounts payable transactions, invoices, and payment documents.
- Reporting: Prepare periodic reports on accounts payable status, aging analysis, and cash flow projections to support management decision-making.
- Process Improvements: Identify opportunities for process improvements within the accounts payable function, streamline procedures, and suggest enhancements to the NISC software.
- Cross-functional Collaboration: Collaborate with other departments, to ensure smooth coordination of payment processes and resolve any payment-related issues effectively.

JOB QUALIFICATIONS

EDUCATION AND/OR EXPERIENCE

- **Prior to Entry**
 - High School diploma or GED required.
 - Bachelor's degree in accounting, finance, or a related field is preferred.
 - Relevant work experience in accounts payable can be considered in lieu of formal education.
 - Proven experience in accounts payable processes, preferably within an electric cooperative or utility company.

SKILLS AND ABILITIES

- Familiarity with NISC software or similar accounting software is highly advantageous.
- Strong attention to detail and accuracy in data entry and record-keeping
- Proficient in Microsoft Office applications, especially Excel, for data manipulation and analysis.
- Excellent communication skills to interact with vendors and internal stakeholders effectively.
- Ability to prioritize tasks, meet deadlines, and adapt to changing priorities.
- Understanding of financial regulations and compliance standards to accounts payable.
- Must believe in, be sympathetic with, and be interested in furthering the Cooperative's objectives.
- Must understand the need for and be willing to work erratic hours and under pressure to meet various deadlines.
- Be willing to accept changes brought about by new regulations.
- Possessing the highest degree of integrity, pleasant disposition, tact, and the ability to work with all levels of cooperative personnel are essential.
- Handle confidential information with judgement and discretion.
- Exhibit and promote the Seven Cooperative Principles.

WORK ENVIRONMENT

The following requirements are subject to possible modification to reasonably accommodate individuals with disabilities (some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees).

- Must be able to occasionally lift 10 to 20 pounds.
- Visual acuity and manual dexterity to enter and verify data in the computer.
- Interacts with outside agencies and auditors.
- Listens and communicates orally with employees, auditors, and outside agencies.
- While performing the duties of this job the employee is regularly required to:
 - Sit, stand, and walk to enter and verify data.
 - Bend, stoops, squats, and lifts to retrieve supplies, file, etc.
 - Cycled work activities on a repetitive basis.

SUPERVISION EXERCISED

- None

(Note: This job description is not intended to be all-inclusive. VEC reserves the right to revise or change the job responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.)

(Volunteer Energy Cooperative is an Equal Opportunity Employer/Drug Free Workplace)

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability or veteran status. EOE/Drug Free Workplace

If interested in applying, please email your resume, in pdf format, to hrdepartment@vec.org or by fax at (423) 334-7102, no later than Tuesday, September 22, 2026. If you are emailing your resume, please indicate the position you are applying for in the subject line of the email.



VOLUNTEER ENERGY COOPERATIVE

JOB BID APPLICATION

Date: _____

Name: _____ **Employment Date:** _____

Present Job Title: _____ **Payroll No.:** _____

Previous Job Title: _____

I hereby apply for the _____

job at the _____ **Service Center**

that was posted on _____.

Signature