

Staff Accountant

Location: Sagle Idaho Headquarters

Schedule: Full-time, in-person

Position Summary

The Staff Accountant is responsible for supporting the Cooperative's accounting and financial operations with primary responsibility for accounts payable processing, vendor management, 1099 reporting, fleet administration, and related compliance activities. This position also assists with general ledger accounting, account reconciliations, financial reporting, audit support, and other accounting functions as assigned. The ideal candidate is detail-oriented, customer-service focused, and interested in developing a broad understanding of utility and cooperative accounting. As experience and proficiency increase, the Staff Accountant will have opportunities to support all areas of the Finance and Accounting Department. The salary range for the Staff Accountant position will be \$60,000-\$80,000 depending on education and/or experience.

Accounts Payable Administration

- Process vendor invoices accurately and timely in accordance with Cooperative policies and procedures.
- Review invoices for proper coding, approvals, supporting documentation, and compliance with purchasing requirements.
- Prepare and process weekly accounts payable check runs and electronic payments.
- Maintain vendor records, including W-9 documentation and vendor setup.
- Respond to vendor inquiries and resolve payment discrepancies.
- Monitor outstanding invoices and ensure timely payment of obligations.
- Assist in developing and maintaining efficient accounts payable processes and internal controls.

Tax Reporting and Compliance

- Administer annual 1099 reporting requirements, including vendor record maintenance, compliance reviews, and year-end filing.
- Ensure vendor tax documentation is current and complete.
- Assist with preparation of information required for tax filings, audits, and regulatory reporting.
- Maintain records supporting compliance with applicable federal, state, and local requirements.

Fleet Administration and Reporting

- Administer Cooperative fleet fuel card and vehicle expense programs.
- Review and reconcile fleet-related transactions and expenses.
- Monitor compliance with fleet policies and reporting requirements.

- Prepare periodic fleet utilization, fuel usage, and cost reports.
- Assist with vehicle registration, licensing, and other fleet compliance activities.
- Coordinate with operations personnel to maintain accurate fleet records.

General Accounting

- Prepare and post journal entries.
- Reconcile general ledger accounts and subsidiary records.
- Assist with month-end and year-end closing activities.
- Analyze account activity and investigate discrepancies.
- Prepare supporting schedules and documentation for financial reporting.
- Maintain accurate accounting records and supporting documentation.

Financial Reporting and Audit Support

- Assist with preparation of monthly financial reports and account analyses.
- Prepare schedules and supporting documentation for annual audits.
- Support internal control initiatives and process improvement efforts.
- Assist with budget preparation, forecasting, and special projects as assigned.

Professional Development and Department Support

- Cross-train in other accounting functions to provide departmental backup and support.
- Participate in process improvement initiatives and system enhancements.
- Develop knowledge of utility and cooperative accounting practices.
- Perform other accounting and administrative duties as assigned.

Education, Knowledge, and Experience

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field preferred.
- One to three years of accounting, accounts payable, bookkeeping, or related financial experience preferred.
- Experience with accounts payable processing and vendor management.
- Experience preparing or supporting 1099 reporting.
- Knowledge of accounting principles and internal controls.
- Utility, cooperative, nonprofit, or regulated industry experience preferred.
- Experience with NISC software or similar accounting systems preferred.
- Strong Microsoft Excel skills preferred.
- Experience with fleet, fuel card, or asset-related accounting preferred.

To apply, please submit your cover letter and resume to ted.flint@nli.coop. Priority given to resumes received by Oct. 27, 2026.