

ACCOUNTANT

Lyntegar Electric Cooperative, Inc.

APPLY NOW

Details

Posted: 11-Jan-22

Location: Tahoka, Texas

Type: Full Time

Required Education: 4 Year Degree

Salary: \$74,000 Commensurate With Experience

Categories: Administrative Services

Lyntegar Electric Cooperative, Inc. is looking for an Accountant for our office located in Tahoka, TX. Applicants must be willing to move within 15 miles of the Tahoka office.

Essential Duties include preparing and processing of semi-monthly payroll and all reconciliations. Accounts Payable processing, maintaining vendor records and preparing 1099 forms. Maintaining designated subsidiary records. Assisting with maintaining of general ledger and monthly reconciliations. Reconciliation of monthly bank accounts. Assisting with annual audit documentation. Preparing monthly, annual and special reports as assigned. And processing fleet fuel transactions.

Bachelor's Degree in Accounting required. Prefer 1-2 years of accounting experience, including payroll, accounts payable and general ledger. Previous electric/telephone utility accounting helpful. Consideration will be given for other work experience. Attention to detail and high level of accuracy is required. Must be able to work independently and maintain a high degree of confidentiality. Must be a problem solver and have good analytical skills. Must be willing to move within 15 miles of the Tahoka, TX office within six months of hire date.

Please send resume or contact Jana Bishop, Manager of Human Resources, at JBishop@lyntegar.coop or call 806-561-4588 for more information or to obtain an application.



About Lyntegar Electric Cooperative, Inc.

Established in 1938 serving all or parts of nine counties in West Texas, including 7,122 miles of line energized, which includes 108 miles of transmission line. Benefits offered: 401K Pension Plan, Medical, Dental, Vision, Short-Term Disability, Long-Term Disability, Life Insurance and Progressive Wages.

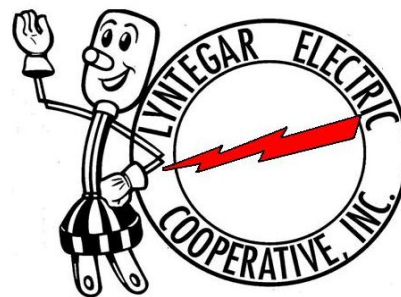
Employment Application


LYNTEGAR ELECTRIC COOPERATIVE, INC.

Lyntegar Electric Cooperative, Inc. places great emphasis on customer service, teamwork, problem solving, and innovation. We look for people who exemplify these qualities and are willing to work hard for our membership. ***Lyntegar Electric Cooperative, Inc.*** is an equal opportunity employer.

Applicant Name _____

Today's Date _____



A Touchstone Energy® Cooperative 

Personal Information (Please Print Clearly)

Last Name _____	First Name _____	Middle Name _____
Street Address _____	Mailing Address: _____	
City _____	State _____	Zip Code _____
Previous address if less than 5 years at current address _____		

Home Phone _____	Work Phone _____	
Fax _____	E-Mail _____	

I understand that upon employment, proof of legal right to work in the United States and completion of I-9 form will be required.

Are you eligible to work for any United States employer at this time? Yes No

If you are under 18 years of age, do you have a work permit? Yes No

Have you ever been convicted of a felony? Yes No If yes explain _____

Do you have a valid driver's license? Yes No License # _____ Expires _____

Do you have a valid Commercial Driver's License (CDL)? Yes No License # _____ Expires _____

Can you travel if the position requires travel? Yes No

If you have ever worked under or earned degrees under another name, please list below:

Last Name _____	First Name _____	Middle Name _____
-----------------	------------------	-------------------

Position Desired

Position Applied for _____

How did you learn of this vacancy? _____

Salary Desired (Annual) \$ _____ Date Available _____

Are you able to perform the essential functions of this position? Yes No

If no, what accommodation would make it possible for you to perform this job? _____

Have you previously been employed by **Lyntegar Electric Cooperative** or another electric cooperative? Yes No
If yes, indicate position, department, and dates: _____

Do you have any relatives employed at **Lyntegar Electric Cooperative**? Yes No
If Yes, who? _____

Lyntegar Electric Cooperative, Inc. is an equal opportunity employer and recruits, advertises, employs, promotes, transfers, disciplines, and discharges without regard to race, color, religion, national origin, age, sex, marital status, ancestry, physical or mental disability, or veteran status.

Education and Training

Indicate Last Level of Education Completed

High School 1 2 3 4 College or University 1 2 3 4 Graduate School 1 2 3 4

Type of Education	Name and Location (City, State, Country)	GPA	Did you graduate?	Major and Minor	Degree Earned

Professional certifications and licenses (such as CPA, NASD series 6) _____

Computer skills (software programs, hardware, operating systems) _____

Other skills or experience that are pertinent to the job applied for _____

Employment History (Please Print Clearly)

MUST BE COMPLETED EVEN IF ATTACHING YOUR RESUME.

List your last three employers with the most recent first.

If you are currently employed, may we contact your employer? Yes No

Previous Employer _____

Dates Employed—From _____ To _____
Month/Year Month/Year

Starting Salary _____ Ending Salary _____

Contact's Phone Number _____ Address _____

Supervisor's Name _____ Supervisor's Job Title _____

Your Job Title _____ Your Duties _____

Reason for leaving _____

Previous Employer _____

Dates Employed—From _____ To _____
Month/Year Month/Year

Starting Salary _____ Ending Salary _____

Contact's Phone Number _____ Address _____

Supervisor's Name _____ Supervisor's Job Title _____

Your Job Title _____ Your Duties _____

Reason for leaving _____

Previous Employer: _____

Dates Employed—From _____ To _____
Month/Year Month/Year

Starting Salary _____ Ending Salary _____

Contact's Phone Number _____ Address _____

Supervisor's Name _____ Supervisor's Job Title _____

Your Job Title _____ Your Duties _____

Reason for leaving _____

Professional References (Please list only references that we may contact at this time)

Name	Title	Company	Phone Number
			Home
			Work
			Home
			Work
			Home
			Work

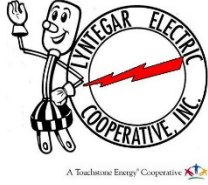
Affidavit

Nonbinding Application and Interview Process: I understand that this application will be reviewed, but nothing in this application or any other documents or in the employment evaluation process shall be construed as either an offer or contract of employment or an obligation on the part of *Lyntegar Electric Cooperative, Inc.* to provide any benefit to me.

Employment-At-Will: I understand that my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either *Lyntegar Electric Cooperative, Inc.* or myself.

I hereby declare that my statements on this application and on my resume or documents provided by me to *Lyntegar Electric Cooperative, Inc.*, are true and correct to the best of my knowledge. I acknowledge and agree that providing any false information may result in a decision not to hire me, or if hired, may result in the termination of my employment. I also authorize investigation of these statements. This investigation may include employment history, reasons for leaving previous employers, criminal record, credit record, driving record, social security number investigation, and degree/certificate verification. I hereby release *Lyntegar Electric Cooperative, Inc.* from all liability for any damages resulting from the information obtained. This application shall be considered active for a period of time not to exceed 180 days.

APPLICANT'S SIGNATURE _____



Lyntegar Electric Cooperative, Inc.

Equal Employment Opportunity Form

Applicant Information

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____ *City* *State* *ZIP Code*

Home Phone: () _____ Social Security Number: _____

Position Applied for: _____

Voluntary Information

This information is being requested in accordance with federal regulations. The information is voluntary and will not be used when considering you for employment with our company.

Racial or Ethnic Group

- American Indian/Alaskan Asian/Pacific Islander Black/African American
 Hispanic/Latino White/Caucasian Other

Gender

- Female Male

Military Service

- Pre-Vietnam Era Vietnam Era
 Post-Vietnam Era Disabled Veteran

How did you hear about this position?

- Newspaper Company Employee Professional Publication
 Job Fair Placement Office Website
 Other _____