

# Centerton Utilities

Senior Staff Accountant (Full Time)

## **GENERAL DESCRIPTION OF POSITION**

To perform professional accounting and administrative work related to the preparation, processing, maintenance, verification, monitoring, and reconciliation of transactions such as accounts payable, accounts receivable, payroll, fixed assets, purchasing, inventory, general ledger, capitalization and depreciation, and cash management; record and report financial transactions in accordance with generally accepted accounting principles (GAAP) and the Governmental Accounting Standards Board (GASB); review accounting records for accuracy; prepare financial reports, statements, and special financial analysis for both internal and external customers; and review accounting transactions for accuracy; assist in developing and implementing new internal controls and procedures; assists management with special projects; and do related work as assigned.

## **SUPERVISION RECEIVED AND EXERCISED**

Incumbent works under direction from the Financial Manager and may receive general direction from the Utility Director. May review the work of and provide functional support to technical staff. No direct supervision of staff is exercised. Incumbent is expected to exercise independent judgement in project management, planning work details, and in making technical determinations with minimal direction. Responsibilities are typically confidential in nature with exposure to sensitive information requiring considerable discretion, judgement, tact, and diplomacy. Work is reviewed through audit and personal observation by the Financial Manager and Utility Director. Incumbent works with considerable independence within the scope of established policies and procedures.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

### **Essential Duties & Responsibilities**

- Assist with the day-to day activities of the following: accounts receivable, accounts payable, customer refunds, allocations, payroll, fixed assets, purchasing and inventory records; deposits, reimbursements, etc.
- Review accounting and financial documents to ensure accuracy of information and calculations, make correcting entries; and examine supporting documentation to establish proper authorization and conformance with contracts/agreements, policies, and regulatory requirements.
- Performs technical accounting activities in the audit and reconciliation of the general ledger, accounts payable, revenue, accounts receivable, grants, bonds, special funds, fixed assets, inventory, investments, employee benefits, taxes, and payroll.
- Analyzes and reconciles complex transactions and financial activities; records changes, reconciles and resolves differences; reviews and investigates financial and accounting records, and resolves issues as required; monitors and analyzes accounting documents for accuracy, completeness, and compliance with federal, state, and company policies and practices.

# Centerton Utilities

- Maintains the chart of accounts and reconciles general ledger and subsidiary accounts and other accounting transactions and reports, preparing correcting journal entries and cost allocations. Prepares and maintains control and subsidiary accounting records involving capital assets and other special accounts. Processes entries to initiate, maintain, reconcile, and close project ledgers for construction and other projects.
- Prepare, maintain, and reconcile general ledger accounts; prepare trial balances and financial reports for computerized and manual systems.
- Reconciles *debt service* bank statements to the related general ledger accounts and prepares journal entries as needed.
- Prepares, analyzes, and develops a variety of budgetary, accounting, and financial schedules and reports, including assisting with annual budget, schedules and summaries, statistical reports, monthly, quarterly, and annual financial statements.
- Maintains and performs annual analysis of the company's capital asset and depreciation schedules. Records dedicated infrastructure in the general ledger system monthly.
- Review and close month-end and year-end financial reports/software.
- Prepare related tax payments and reporting; sales tax, 1099 statements, payroll taxes and W2's.
- Maintains, evaluates, and updates the company's investments; maintains cash flow reports; makes necessary cash transfer investments and reconciliations to appropriate accounts. Performs selective auditing of accounting records and transactions.
- Performs monthly bank reconciliations of major general ledger accounts. Monitor and resolve discrepancies. Monitor outstanding checks for submission to Unclaimed Property per policy guidelines.
- Ensure petty cash funds are audited and counted monthly; disbursement forms are completed per policy, and approval obtained to reimburse accounts.
- Reconciles Security Deposit and Capacity Fees bank account to the "*Daily Cash Log*" and "*Subsidiary Accounts*" monthly. Research and correct any discrepancies. Ensure funds received by credit card for these two accounts are transferred from the General Revenue account to the appropriate bank account utilizing the appropriate GL expense codes. Ensures any checks written from each account utilized the correct GL expense codes.
- Work with the Office Manager to reconcile the Security Deposit bank account AND related subsidiary accounts to the "total security deposit funds" reported in the CUSI System monthly. Research and correct any discrepancies.
- Prepares reconciliations, year-end entries, and schedules for the annual audit; Coordinates the year-end audit process for the company including obtaining documentation and reconciling data from various departments prior to handing off to the audit team; respond to auditor questions and request for information; and prepares the Annual Management Discussion and Analysis report.
- Assist, plans, and/or manage special projects and studies such as special audits, bond issues, cost studies, water rate study and annual budget; implements computer program enhancements; analyzes

# Centerton Utilities

and implements improvements to existing internal controls, work practices, policies, and procedures. Maintains and updates the Financial Policy Manual as needed.

- Assist with monitoring and maintaining the Credit Card Program and Record Retention Program.
- Responds to request for information from employees, management, and regulatory agencies.
- Provide backup assistance as needed for other members of finance/accounting department.

## **EDUCATION AND EXPERIENCE**

### *Minimum*

Bachelor's degree in Business Administration with an Accounting or Finance major or concentration from an accredited college or university.

### *Desirable*

At least three (3) years of Enterprise Fund Accounting and/or Cost Accounting or at least one (1) year of accounting experience in a utility's environment. At least three (3) year of experience in budget development, and preparation of financial reports.

### *Preferred*

Master's degree in business with concentration or major in accounting. Possession of CPA certificate is desirable.

## **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

Work is conducted in an indoor office setting and involves sitting for extended periods of time with the ability to move about at will. Incumbents within this classification are expected to be able to communicate orally, by email, in person or via the telephone, with other employees, members of the general public, or employees of other governmental agencies. This position comprehends and draws inferences from written material such as governmental regulations, laws, codes, and ordinances. An incumbent uses a computer to produce written documents such as correspondence and reports, which requires repetitive arm/hand movements. Incumbents may also be required to move objects weighing less than twenty (20) pounds, such as computer reports, for distances of under fifty (50) feet. Requires the ability to bend, stoop, and reach above shoulder level.

### **Knowledge, Skills, and Abilities**

**Knowledge of:** generally accepted accounting principles and practices (GASB); governmental and utility accounting requirements; principles and practices of financial analysis and auditing; cost estimating methods and principals and procedures of budget preparation, control and administration; cash management techniques; principles and practices of payroll administration; electronic data processing principals relative to general, cost, payroll, accounts payable, and managerial accounting and the integration of data in an automated systems environment; pertinent state and federal laws and regulations and accounting standards applicable to the work of the department; modern office practices, methods, and computer equipment and applications related to the work, including processing, database, and spreadsheet software.

**Skill and Ability to:** maintain a high level of accuracy in completing assigned accounting task in a fast-paced environment, effectively manage diverse accounting and financial management functions; exhibit strong

# Centerton Utilities

analytical skills, compile and analyze data; plan, review and audit others work, prepare, interpret and explain computer generated financial and accounting reports; understand and apply relevant laws and regulations; prepare clear and concise reports; operate modern office equipment including computer equipment and specialized software applications programs; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

## **OTHER KNOWLEDGE, SKILLS, AND ABILITIES**

High level of knowledge and proficiency in use of computers applications including Microsoft Office (Word, Excel, Access, PowerPoint), Adobe, Visual Basic, Accounting Software (Sage is desirable), Payroll Software, ATAP, and EFTPS. General knowledge of operation and upkeep of all office equipment, including calculator, adding machine, telephone, copy machine and facsimile. Ability to operate multi-line telephone system. Knowledge of basic math and bookkeeping functions, including to accurately calculate totals and percentages.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The employee works under office conditions involving noise levels in the work environment that are moderately quiet.

## **Salary Range**

Based on education and job experience - \$44,000 - \$77,000