



<b>JOB TITLE</b>	Accounting Coordinator
<b>REPORTS TO</b>	Finance Director
<b>DEPARTMENT</b>	Electric, Water, and Wastewater
<b>FLSA (overtime status)</b>	Non-Exempt

**General Summary**

The position requires excellent communication skills, an in-depth knowledge of accounting procedures, and the ability to ensure that complete and accurate financial, statistical, and accounting reports are generated in a timely manner. The position is responsible for the overall accounting system of the electric, water, and sewer utilities. In addition, this position will be responsible for most aspects regarding payroll, employee benefits, and benefit reporting.

**Essential Duties and Responsibilities**

***GENERAL LEDGER***

- Prepare periodic financial and analysis reports in conformity with standard classifications and utility procedures
- Maintain utility general ledgers including all subsidiary ledgers and supporting records
- Responsible for reconciliation of general ledger accounts
- Maintain utility continuing property records in Access and reconcile to general ledger
- Prepare journal entries
- Assist finance director with preparation of year-end closing entries, reconciliations, adjusting entries, and financial reports
- Reconciles all cash and investment accounts

***ACCOUNTS PAYABLE***

- Invoice entry into computerized accounting system for department approval
- Process checks for disbursement to vendors
- Prepare necessary reports as needed (check summaries, 1099s, etc)
- Reconcile to general ledger at month-end
- Communicate and resolve any billing disputes
- Responsible for processing of monthly sales tax report and reconciliation

### ***ACCOUNTS RECEIVABLE***

- Prepare invoices as directed
- Post daily receipts to general ledger
- Apply finance charges on an as needed basis
- Prepare aging analysis
- Reconcile to general ledger at month-end

### ***PAYROLL / HUMAN RESOURCES***

- Responsible for timekeeping system and review timekeeping information for accuracy
- Process payroll on a bi-weekly basis
- Prepare and file all required bi-weekly payroll tax returns. (Federal and State)
- Prepare and file all quarterly and annual year-end tax returns/reports with appropriate regulatory agencies
- Prepare monthly WRS disbursement and prepare required annual reports
- Prepare applicable disbursements and reports related to other payroll deductions
- Maintain sick leave, vacation, and holiday benefits for each employee on an ongoing basis.
- Responsible for most aspects of employee benefits and benefit reporting

### ***INVENTORY***

- Via accounts payable process, record receipt of inventory
- Post material issuance at month-end from appropriate supervisor's reports
- Reconcile receipts and issuances on a monthly basis
- Prepare necessary reports for month-end and year-end
- Coordinate the annual physical inventory count

### ***WORK ORDER SYSTEM***

- Maintain system within established account classifications
- Reconcile all transactions that flow to individual work orders from accounts payable, payroll, and inventory modules.
- Post equipment analysis monthly and reconcile amounts charged to work orders
- Prepare entries from supporting records
- Prepare cost summary and other periodic reports

### ***OTHER***

- Work with finance director in preparation of the annual budget
- Assist finance director with preparation of data necessary for annual financial audit
- Provides feedback for enhancements to the accounting system
- Prepares project reports on all capital improvement and system improvements projects
- May be responsible to assist with telephone answering, as well as assistance to walk-in customers
- Note: May not include all of the duties listed, nor do examples cover all duties that may be performed

## **Education and/or Experience**

Bachelor degree in accounting preferred, or Associate's degree in accounting with equivalent experience.

Two years of experience in all aspects of an accrual-based financial accounting cycle to include: accounts payable, accounts receivable, payroll, inventory management, work order management, and general ledger maintenance.

## **Essential Knowledge, Ability and Qualifications**

- Excellent communication skills, both oral and written, and an ability to relate information in a friendly and professional manner.
- Demonstrated knowledge of Microsoft Word, Excel, Access, and accounting software.
- Ability to understand and follow written and oral instructions.
- Ability to organize work in order of importance and to work independently.
- Ability to make mathematical computations rapidly and accurately.
- Ability to establish and maintain good working relationships with fellow employees and the public.
- Ability to acquire skill in the operation of office machines including copy machine, multiple line telephone system, and other office equipment.

## **Special Requirements**

Must be able to be bonded.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Frequently required to sit and talk or listen for long periods of time; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms
- Occasionally lift and / or move up to 25 pounds
- Vision and the ability to adjust to focus to decipher 8-point type

## **Work Environment**

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

- The noise level in the work environment is usually quiet

*Updated January 2025*