



**A Customer Owned Utility**

*Serving Our Community Since 1894*

IBEW Approved-2023-04-19

**Position Job Description**

**Job Title:** General Accountant

**FLSA Status:** Exempt

**Department:** Business Division

**Approved Date:** TBD

**Reports to:** Business Division Manager

**Retirement Classification:** Group 1

**Approved by:** Paula Tattrie, Business Division Manager

**SUMMARY**

Prepare and maintain the accuracy of financial and accounting records and reporting for NAED. Assist the Business Division Manager and Assistant Business Division Manager in a variety of payroll, accounts payable activities, accounting duties, and special projects which includes statistical reporting, review and assessment of NAED power expenses, and general ledger entries.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned.

Maintain the General Ledger on a daily/monthly/annual basis that includes journal entries to financial statements.

Prepare all monthly financial statements including but not limited to Statement of Revenues, Expenses & Changes in Net Position and Statement of Net Assets.

Reviews and Prepares reports relative to NAED power revenues and expenses.

Prepare monthly and year-to-date power supply schedules.

Prepare monthly bank reconciliations for the various fund accounts.

Reconcile all balance sheet and income statement accounts.

Review and resolve all General Ledger and project accounting discrepancies.

Coordinate weekly cycle counts and year-end physical inventory counts and resolve discrepancies.

Review NAED damage and construction billings, and plant records.

Prepare NAED Federal and State Regulatory Reports.

Prepare payments for the monthly sales tax returns for the Commonwealth.

Update monthly accounts analysis.

Assist in the preparation and review of the Annual Budget.

Maintain fixed asset schedules.

Analyze reports and coordinates with internal/external auditors at year end.

### **MARGINAL DUTIES AND RESPONSIBILITIES**

Include the following:

Attend professional training programs when required which may require travel.

Serve as a back-up in accounting and finance at the direction of the Business Division Manager or Assistant Business Division Manager.

Occasionally attend and present at NAED Board Meetings to support the Business Division.

### **SUPERVISORY RESPONSIBILITIES**

There is indirect supervisory responsibility.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** Bachelor Degree in Accounting or Finance with 3-5 years of related experience. Prior utility accounting work and Project Accounting experience desired. Valid driver's license is required.

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read and prepare financial comprehensive reports. Ability to speak effectively before groups of customers or employees. Ability and experience to proof financial reports. Must have excellent interpersonal skills particularly in conflict resolution. Ability to interact with the general public.

**Mathematical Skills:** Ability to understand comprehensive math, budget, and financials. Intermediate computer skills are required to include Microsoft Word, Access and Excel. Great Plains Financial Systems and Harris Computer Systems experience preferred.

**Reasoning Ability:** Ability to solve practical problems. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **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. While performing the duties of this job, the employee is continually required to exercise the use of eyes, ears, hands, and fingers. The employee is regularly required to sit, and occasionally stand, and walk. Occasionally lift up to 40 lbs. Need close vision for this job.

### **WORK ENVIRONMENT**

The work environment described here is representative of that which an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to minimal hazards. Normal circumstances exist with temperatures, humidity, and atmospheric conditions. The noise level in the work environment is moderate.