



JOB DESCRIPTION

Job Title: Accountant

Reports To: CFO

Date Prepared: 03/25/2026

Department: Admin and Finance

FLSA Status: Exempt

Position Summary:

Perform timely and accurate journal entries and monthly general ledger reconciliations. Prepare and review various governmental reports.

Essential Functions:

1. Responsible for Fixed Asset and Inventory Accounting.
2. Completes miscellaneous billing for materials, labor, and other charges.
3. Responsible for filing and/or reviewing reports for federal and state agencies (payroll, Sales, Excise, etc.).
4. Assists with general ledger account reconciliations, including daily cash balancing.
5. Perform entries and maintain records for Utility Debt and Revolving Loan Funds.
6. Assists with internal control compliance.
7. Provides assistance to external auditors, including gathering and preparing necessary documentation for the annual audit.
8. Maintains current knowledge of acceptable accounting practices, standards, and procedures.
9. Performs other duties as assigned.

Experience/Education:

- Bachelor's Degree in Accounting
- Understanding of Generally Accepted Accounting Principles (GAAP)
- Proficient in Excel and other Microsoft Office products
- Experience with accounting software and data entry

Other Requirements:

- Strong attention to detail and accuracy
- Solid written and verbal communication skills
- Sound analytical and problem-solving skills

- Excellent time management and organizational skills
- Ability to maintain a high level of confidentiality
- Ability to work effectively in a team-oriented environment

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 required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

Work environment characteristics 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 not exposed to weather conditions.

The noise level in the work environment is usually moderate.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.