**Northeast Knox Utility Is Currently Seeking to Fill the Position for Staff Accountant.**

**General summary of overall responsibilities**

Under general supervision of the General Manager and the Operations Manager, responsible for the performance of professional assignments in accounting/finance. Participates in budget preparation, variance reporting, and variance resolution. Accumulates data and reports financial transactions. Summarizes cost and related financial data. Interfaces with department heads on financial matters. Responsible for planning and executing assignments to meet reporting and other established schedules and deadlines. May work in financial planning; payables; receivables; payroll; general ledger. May perform Internal auditing functions.

**Breakdown of Individual Duties and Responsibilities**

Responsible for the preparation of a variety of summaries and reports on accounting and finance data including monthly and annual financial statements; monthly comprehensive statistical reports and summaries; investment analyses; pension financial data; maintenance of debt activity; payables; receivables; payroll; general ledger; reconciles bank statements; bank deposits; billing functions; and special, related reports and analyses.

Provides assistance in entering data to the computerized accounting system through standardized collection and distribution techniques. Develops systematic approach to data entry and data processing for quality in analysis and reporting and to insure appropriate checks and balances on data.

Participates in budget preparation activities for departments. Prepares budget variance reports and assist with variance resolution. Responds to questions, concerns, and data regarding variances.

May interface with department managers involving financial matters, analyses, reports, cost, etc.

Plans and organizes work to meet established schedules and reporting deadlines. Performs special studies and prepares reports, analyses, and related tasks as assigned.

Responsible for keeping abreast of developments in financial field and attending professional meetings as appropriate. Attends civic functions. May interact with customers. Produces District newsletter for customers.

Performs related duties as required or assigned.

**Minimum Knowledge and Training Required to Meet Position Responsibilities**

Requires a B. S. in accounting from an accredited academic program plus 1 to 2 years of directly related experience or an equivalent combination of education and experience. Requires basic knowledge of accounting principles and fundamentals as well as District policy, procedures, and practices which relate to financial activities. Requires facility with computers and evidence of effective interactive skills. Must be able to use accounting software.

**Environmental Conditions**

Work environment is generally controlled, typical office conditions with central heating and air conditioning. Performance of normal duties and responsibilities involves mobility to and from: parking lot and workstation and other offices, meeting rooms, lunchroom, rest room, etc. Talking and hearing are important in normal interfacing with other employees, supervisors, managers, customers, etc. Work involves sitting and standing. Normal noise level in office setting. Requires effective near and far vision.

**Contact Information**

Please email resume’s to:

[Jamie.smith@nekud.com](mailto:Jamie.smith@nekud.com) or

[Customer.service@nekud.com](mailto:Customer.service@nekud.com)

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