



POSITION OPENING

POSITION: Financial Accountant

SUMMARY: This position is responsible for providing and maintaining accurate District financial records and supporting documentation in accordance with Rural Utilities Service Uniform Systems of Accounts and generally accepted accounting practices and procedures.

MAJOR RESPONSIBILITIES:

- Assists Manager of Finance and Accounting in the planning, coordinating, and controlling of department activities to assure maximum utilization of financial resources.
- Provides complete and accurate financial reports and other records to safeguard the District's assets, securities, and funds.
- Enters vendor invoices to be paid into the District's data processing system, edits all data to ensure correctness and accuracy, and prepares checks.
- Performs payroll accounting, including entering individual employee deductions and accruals, processing employee time records, processing payroll checks, submitting State and Federal tax reports, submitting ACH records, and printing payroll records.
- Balances cash drawer and reconciles bank daily.
- Records general journal and fixed journal entries as needed. Balances and closes work orders, special equipment, transportation, material, receivables, and continuing property records.
- Validates month-end general ledger balances and subsidiary records.
- Prepares a variety of reports and statements including monthly Financial and Statistical Reports, Nebraska Sales Tax Report, point-of-sale invoices, and other reports as necessary.
- Maintains accurate material inventory, transportation, point-of-sale, and depreciation records.
- In the absence of the Manager of Finance and Accounting, monitors checking account balance and makes transfers as necessary.
- Serves as a backup to Manager of Finance and Accounting in the preparation of bank reconciliations, worker's compensation reporting, investments, annual budgeting, Nebraska unemployment reporting, financial forecasts, property insurance damage reporting, long-term debt financing, and any other financial and administrative tasks as required.

JOB KNOWLEDGE AND EXPERIENCE: Position is required to perform a variety of mathematical calculations in the completion of duties. An excellent knowledge of generally accepted accounting practices and procedures is required. Advancement toward a CPA Certificate and accounting experience in a utility environment or a four-year degree in accounting, finance, or business administration are desired.

COMPENSATION: Starting salary is based upon experience and qualifications.

DEADLINE: On or before January 20th.

A letter of interest, three references, and resume can be submitted to Jared Hain by email at jhain@perennialpower.com or by mail to:

Perennial Public Power District
Attn: Jared Hain
P.O. Box 219
York, NE 68467