

## Job Description

## Decatur Utilities

<b>Job Title:</b>	<b>Accountant II</b>
<b>Work Group:</b>	Finance
<b>Reports To:</b>	Finance Manager
<b>FLSA Status:</b>	Exempt
<b>Residency Required:</b>	No
<b>Work Location:</b>	Main Office – 1002 Central Parkway SW
<b>Last Revision:</b>	April 2021

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### SUMMARY

Applies Generally Accepted Accounting Principles (GAAP) and Federal Energy Regulatory Commission (FERC) rules and procedures to records and analyzes financial information by performing the following duties:

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*A commitment to safety, providing reliable utility services, protecting public health and providing excellent customer service are the responsibilities of all job positions at Decatur Utilities. We believe that teamwork, open communication, honesty, integrity, fairness, diversity and respect for each other are essential traits to perform all job duties.*

- Prepares standard and correcting journal entries and reconciles general ledger activity for all systems.
- Reconciles appropriate bank statements.
- Initiates PAP type customer deposits, wire transfers and electronic payments on bank website for manager approval.
- Analyzes subsidiary modules activities, reconciles modules to general ledger, performs month end closing procedures as necessary within each module and ensure integrity and accuracy of general ledger data.
- Initiates studies and makes proposals to upgrade accounting systems as needed.
- Provides financial and budget information as needed.
- Assists with the annual financial audit, internal audit tasks and annual budget process.
- Prepares monthly and annual TVA financial reports. Analyzes the annual TVA financial report before the TVA audit.
- Prepares tax reports.
- Calculates annual Street Light investment charge.
- Calculates annual and monthly Transfers to City for all systems.
- Analyzes, prepares transactions and reconciles Electric, Sewer and Gas Enhancement Funds.
- Prepares bi-weekly payroll processing and reconciliations.
- Maintain damage investigation database and return damage investigation documents to engineering. Files the appropriate State forms for the collection process in the event of non-payment.
- Compiles and analyzes subsidiary financial reports for the monthly financial package. Reviews financial reports.
- Compile and prepare City and State billings for AID work completed.
- Backup and support the Accounts Payable/Accounts Receivable Coordinator and Finance Supervisor.
- Responsible for other accounting functions as staffing levels require.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**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 from accredited college or university. Minimum 4 years additional work related experience.

**COMMUNICATION SKILLS**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to prepare reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from co-workers, customers, supervisors, mid-level suppliers, auditors, vendors, professional and governmental agencies.

**COMPUTER SKILLS**

Proficient in Microsoft Office Suite (Microsoft Outlook, Word & Excel) and financial software as required to perform job tasks. This includes using software applications for email, word processing, database tracking and spreadsheet applications and using Internet Explorer to navigate online Employee Self-Serve webpage for personal payroll, benefit and employee information.

**MATHEMATICAL SKILLS**

Ability to solve college level mathematical problems using mathematical concepts such as multiplication, division, percentages, averages, plane and solid geometry and trigonometry; and apply to practical business and accounting situations.

**REASONING/COMPLEXITY**

Ability to use substantial judgment and analytic ability to carry out instructions furnished in written, oral or diagram form to perform somewhat complex calculations, solve minor problems and organize detailed information for reports.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

No significant physical demands; has discretion about walking, sitting and standing. Job occasionally requires stooping or bending and some very light lifting of files, office supplies or mail up to 20 pounds may be required. Office environment setting with no major source of discomfort.

**CERTIFICATES, LICENSES, TRAINING**

Valid Alabama Driver's License, Customer Service Skills and applicable safety training as scheduled.

**OTHER REQUIREMENTS**

Available to work scheduled and unscheduled times to accommodate work demands and emergency situations; good organizational and time management skills; ability to handle multiple projects and tasks simultaneously; maintain professional business appearance and image; subject to random drug testing and driver's license checks; and maintain personal credit standards due to financial responsibilities.

Approved By: Steve Pirkle	Date: 4.12.2021
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