

## Job Description

**Job Title:** Accountant

**Responsible To:** WPES Manager

**Job Summary:** Perform the following duties with minimal supervision. Follows Generally Accepted Accounting Principles (GAAP). Exhibits strong technical accounting knowledge. Knows how to use popular accounting software. Demonstrates strong written and verbal communication skills

- Manage the general ledger to ensure the financial records are balanced and updated.
- Reconcile ledgers to general ledger and resolve differences.
- Maintain daily cash reports and make sure those balance.
- Reconcile monthly bank statements for Water and Electric Department.
- Ensure monthly TVA bill is paid on due date and vouchers into accounting software system.
- Make sure all payroll entries are entered for the month and reconcile.
- Reconcile revenue and stats for month and submit to TVA by due date.
- Pay Water and Electric sales tax for month to state in timely manner.
- Close work orders for Electric and Water Department monthly.
- Maintain chart of accounts for Electric and Water – add accounts when needed.
- Set up work in process accounts on Capital Projects to capture cost and close to asset once completed.
- Monitor accounts payable vouchers to make sure coded correctly and make adjustment entries as needed.
- Handle all miscellaneous billing for water and electric department bulk water, damage polls, insurance claims etc.
- Make sure sanitation is paid monthly to general city and tax equivalent.
- Reconcile Water and Electric miscellaneous billing to make sure bills are recorded on CSA system and balance to General Ledger.
- Bill General City each month and reconcile on general ledger.
- Sumit monthly TVA report by due date.

- Make any adjustment entries for month and close process.
- Make sure assets are recorded correctly, reconciled, and depreciated.
- Retire assets as needed in CSA system.
- Oversee purchase order allocations and make sure coded correctly for department.
- Answer staff questions or discrepancies accounts payable, purchase orders, payroll, cash receipts, work orders.
- Maintain Electric and Water cash accounts and move money between departments. Report balances when needed to management.
- Submit yearly TVA report at year end by due date.
- Handle yearly audit with outside auditors by supplying documents, answering questions and reviewing audit.
- Maintain year to date budget for Board and Electric and Water.
- Adhering to and implementing the financial procedures and policies set by management.
- Bill Comcast, Maxxsouth, AT&T, 4-County yearly for pole attachments

**Preferred Educational Requirements:**

- A bachelor's degree in accounting, economics, finance, or a similar major is required
- A master's degree is preferred
- A minimum of five years' experience in accounting/finance is required

**Other Requirements:**

- Have and maintain a valid driver's license.
- Pass a drug screening test.

Application and job description may be obtained at the West Point Water & Light Department, 644 East Broad Street, online at <http://www.wpnet.org> , or City Hall, 580 Commerce Street, West Point, MS 39773. The City of West Point, MS is an Equal Opportunity Employer.

**Call to Action:** The most effective accountant job descriptions include a strong call to action, turning job seekers into actual applicants. Let prospective employees know how to apply.