
Position: Account II
Department: Finance and Accounting

JOB SUMMARY:

To maintain accurate accounting records that result in balance sheets and income statements that reflect the true financial position of the Agency.

The list of duties below in no way states or implies that these are the only duties to be performed in the position of Accountant II. The position will be required to follow any other instructions and/or to perform any other duties as requested by his/her Supervisor.

RESPONSIBILITIES:

A. Accounts Payable

1. Completing Vendor credit applications, sales tax exemption certificates
2. Setting up new Vendor information, including W-9 information
3. Distributing all invoices to proper departments for approval
4. Matching invoices with purchase orders & receiving reports as appropriate
5. Enter all approved invoices into the A/P system for payment
6. Produce checks or schedule ACH payments
7. Post all payments made via ACH/Wire in the A/P system
8. Scan all paid invoices into the imaging system
9. Process checks and forward to Vice President of Finance and Accounting for final signature
10. Reconcile Accounts Payable statements to ensure all vendor accounts are in good standing
11. Process all payroll withholdings and remit payments bi-weekly
12. Process all retiree health insurance reimbursements, life, dental and supplemental insurance payments

B. Bank Accounts

1. Deposit Accounts Receivable checks via remote bank deposit and record in accounting system

C. Journal Entries

1. Verify all subledger G/L accounts balance to the G/L balances
2. Make necessary monthly routine journal entries and vouchers
3. Post monthly entry for bank fees and interest revenue, payroll account clearing, and reserve/rate stabilization funds

D. Audit

1. Compile all necessary information at the auditor's request onto shared drive
2. Assist auditors with questions or problems throughout the audit process

E. 1099s

1. Maintain current W-9 records on all active vendors
2. Prepare 1099 Vendor listing, process 1099 reports and submit 1096/1099 to IRS

F. Unclaimed Property

1. Clear stale checks by fiscal year, 3 years prior to current fiscal year, and make coordinating entries to remove from the G/L
2. Prepare and submit the holder report for unclaimed refunds to the Kentucky State Treasurer
3. Collect & shred all checks held in the vault for the appropriate time period of remitted property

G. Document Retention

1. Scan, index, tag as appropriate Agency records such as contracts, accounts payable, correspondence, purchase orders, etc.
2. Maintain Agency Records Retention schedule
3. In the event of an open records request, work with Agency attorney and Vice President of Finance and Accounting to identify, redact as necessary, and deliver appropriate records.
4. Retrieve documents for Agency staff, consultants, and Board Members

EDUCATION AND EXPERIENCE:

1. Bachelor's Degree in finance or accounting.
2. CPA desired.
3. Three to five years of utility experience preferred.
4. Travel is periodically required.

REPORTS TO: Vice President, Finance and Accounting / CFO

SUPERVISES: None

This job description does not constitute an employment agreement between the employer and employee.