



**Staff Accountant**

**Classification**

exempt

**Reports to**

General Manager

**Date**

February 15, 2023

**JOB DESCRIPTION**

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**General Summary/Objective**

Under limited supervision the staff accountant is responsible for the preparation of a variety of summaries and reports on account and finance data.

**Essential Functions**

1. Prepare monthly and annual financial statements; monthly comprehensive statistical reports and summaries; payables; receivables; payroll; general ledgers; sales tax returns; reconciles bank statements; bank deposits; billing functions; and special related reports and analyses.
2. Post daily cash receipts to general ledger and verifies accuracy of general ledger data and financial statements.
3. Maintains and collects data and prepares construction costs on bonds and makes payment as required.
4. Responsible for CD renewals.
5. Plans and organizes work to meet established schedules and reporting deadlines.
6. Performs special studies and prepares reports, analyses, and related tasks as assigned.
7. Participates in budget preparation activities for departments.
8. Prepares budget variance reports and assists with variance resolution.
9. Responds to questions, concerns, and data regarding variances.
10. Enter data to the computerized accounting system through standardized collection and distribution techniques.
11. Develops a systematic approach to data entry and data processing for quality in analysis and reporting, and to ensure appropriate checks and balances on data.
12. Aids other departments and other office functions.
13. Provides administrative support assistance for the General Manager including: filing, preparation on correspondence and reports.
14. Must keep abreast of developments in the accounting and bookkeeping fields; and attend professional development meetings and conferences when available.
15. Interact with vendors and customers.



**Competencies**

Strong written and oral communications.  
Organization and attention to detail.  
Analytical and problem-solving skills.  
Time management.  
Ethical Conduct.  
Personal Effectiveness/Credibility.

**Supervisory Responsibility**

This position has no supervision responsibilities.

**Work Environment**

While performing the duties of this job, the employee works in an office setting.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools, or controls, and to reach with hands and arms. The employee is frequently required to talk and hear.

**Position Type/Hours of Work**

This is a full-time position. Standard days and hours of work are Monday through Friday, 7:30 a.m. to 4:30 p.m.

**Required Education and Experience**

An A.S. in Accounting plus a minimum of 4 years of directly related experience is required. A valid driver’s license is required.

**Additional Eligibility Qualifications**

None required for this position.

**EEOC Statement**

Hendersonville Utility District is an equal opportunity provider and employer.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signature below constitutes the candidate or employee understands the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_