



## **JOB POSTING**

**JOB TITLE:** Staff Accountant

**DEPARTMENT:** Accounting & Finance

**RESPONSIBLE TO:** Accounting Supervisor

### **JOB CONTENT:**

As a Staff Accountant within our company, you will play a critical part in our Accounting & Finance Department. Your role will involve a variety of key tasks, including the classification and processing of vouchers, executing payments to vendors, conducting monthly accounting functions for general ledger closures, and reconciling accounts. You will be instrumental in providing the Accounting Supervisor with analytical monthly Manager's reports across all departments and play a vital role in the preparation of accounting reports, tax returns, and payroll processes.

### **EDUCATION, TRAINING, AND SPECIAL SKILLS REQUIREMENTS:**

- Minimum of a four-year degree from an accredited college or university with a major in Accounting.
- Understanding of accounting theory and generally accepted accounting principles. Utility accounting experience is a plus.
- Effective communication/interaction skills with management, employees, customers, and vendors.
- Excellent organizational skills, judgment, initiative, and integrity.
- Proficiency with Microsoft Excel and Word. Ability to quickly learn general ledger accounting software and other accounting software packages.
- Ability to self-schedule large volumes of work efficiently and independently without supervision in order to complete the necessary work to meet department and Board time requirements.
- Capable of handling and securing confidential documents/information with the discretion to disburse only to proper persons.
- Ability to think analytically and solve problems effectively.
- Must possess a valid Driver's License.

### **INTERNAL AND EXTERNAL CONTACTS:**

Daily contact with employees and supervisors in all departments of CUB on an individual basis. Frequent contact with the public and vendors of CUB.

### **PHYSICAL DEMANDS OF JOB:**

Effective near vision or near vision accommodation and the ability to talk and hear are required. Requires prolonged periods of sitting, typing, and data entry. Minimal bending, stooping, and walking are required, as is lifting items of moderate weight.

### **WORKING CONDITIONS:**

Works in an office environment with controlled temperature, humidity, and noise levels.