

## **ACCOUNTING DEPARTMENT MANAGER**

The Holly Springs Utility Department is currently seeking to fill the position of Accounting Manager.

### **I. Job Summary**

Responsible for planning, coordination, supervision of employees engaged in accounting operations. Supervises staff with responsibility for employment-related decisions or recommendations that include hiring, training, evaluating performance, and disciplining. Prepares and analyzes monthly financial statements for utility. Submits information, including annual reports, to government agencies.

### **II. Duties and Responsibilities**

Essential duties and responsibilities include those listed below and may be supplemented, as necessary. Reasonable accommodations may be made in accordance with the Americans with Disabilities Act (ADA). Other duties may be assigned, as indicated below.

1. Oversees planning, coordination, and supervision of accounting operations.
2. Responsible for all duties involving Works, work order management system.
3. Oversees annual inventories of Electric, Water, Gas and Sewer Departments.
4. Prepares and analyzes monthly financial statements for utility.
5. Works with customers, Tennessee Valley Authority, city, and utility staff in setting and adjusting rates, including electric, gas and water rates and fuel cost adjustments.
6. Reconcile bank accounts to general ledger.
7. Responsible for completion of reports for TVA, city, states, and other entities in accordance with established requirements.
8. Ensures that utility records, audits, accounting, and other areas of responsibility are in compliance with HSUD, TVA, local, state and federal requirements, practices, and procedures.
9. Determines work schedules and personnel requirements for accounting operation including planned and emergency overtime.
10. Prepares and enters bookkeeping transactions, including routine journals, journal vouchers, cash receipts, and disbursements.
11. Recommends purchases, including materials, supplies, and equipment for office operations.
12. Monitors budget and provides status reports for review by General Manager.
13. Monitors expenditures to ensure that utility operates within budgetary parameters.
14. Submits information, including annual reports, to governmental agencies in accordance with agency requirements.
15. Prepares cost analyses and comparisons for special and proposed projects.
16. Reconciles accounts payable and payroll checking accounts.
17. Posts and reconciles general ledger.
18. Monitors and analyzes utility rates and makes recommendations for adjustments, as appropriate.
19. Works with external auditor in performing audits of all utility departments.
20. Communicates with city and county agencies, banks, computer processing contractor, Tennessee Valley Authority (TVA), Tennessee Valley Public Power Association (TVPPA), FEMA gas pipeline operator, vendors, and others in providing advice and resolving problems.

21. Applies generally accepted accounting principles in performance of duties.
22. Responds to emergencies on an as-needed basis.
23. Provides guidance and support to accounting staff.
24. Maintains confidentiality of information.
25. Supervises preparation of miscellaneous billings including pole rental, construction, and damage reimbursement.
26. Develops accounting spreadsheets.
27. Performs other duties as assigned.

### **III. Qualifications**

Bachelor's Degree in Accounting or Business Administration with seven (7) years utility related accounting experience. Knowledge of Federal Energy Regulatory Commission's (FERC) accounting system. Ability to operate 10-key adding machine within time frame. Computer skills that include Word, Excel, e-mail, and Internet. Leadership experience overseeing employees and/or projects. Knowledge of applicable local, state, and federal laws and regulations. Familiarity with information technology hardware and software related to financial and administrative functions. Ability to prepare and maintain accurate financial and other reports and statements for informational, auditing, and operational use. Ability to review and understand financial reports, transactions, and legal documents. Project coordination experience. Ability to hire, train, and supervise staff. Knowledge of standard accounting practices regarding public agency accounting operations. Familiarity with information technology hardware and software related to financial and administrative functions. Public agency budgeting principles and terminology. Ability to prepare and maintain accurate financial records, reports, and statements for informational, auditing, and operational use. Ability to review and understand financial reports, transactions, and legal documents. Effective communication (oral and written) and interpersonal skills. Ability to communicate technical information effectively with customers, management, and/or Board of Aldermen. Valid Mississippi driver's license.

Applicants interested in this position should complete City of Holly Springs employment application and submit a resume including salary history, references and educational background to: City of Holly Springs, Attn: Yolanda Carter, Human Resources Director, 1180 Highway 311 North, Holly Springs, MS 38635 or [www.hollyspringsmsus.com](http://www.hollyspringsmsus.com).

The Holly Springs Utility Department is an Equal Opportunity Employer