



Atlantic Municipal Utilities

15 West 3<sup>rd</sup> Street  
Atlantic, IA 50022

(712) 243-1395

## **Job Description**

**Position:** Staff Accountant  
**Reports To:** Comptroller

### **General Statement of Duties:**

Compiles and maintains the financial records of business office activities; performs variety of accounting duties utilizing knowledge of accrual accounting. Perform utility billing and related computer data entry and processing functions; performs variety of clerical duties utilizing knowledge of general office systems and procedures.

### **Responsibilities and Duties:**

- Prepare and post journal entries to the general ledger
- Responsible for daily cash and credit card balancing along with bank deposits
- Prepares monthly balancing on general ledger accounts
- Record and accumulate cost data for capital expenditures on the applicable work order and maintain the utility property ledger records and depreciation schedules
- Responsible for the processing and timely payment of vendor invoices subsequent to payment authorization and maintaining proper documentation thereof
- Perform various payroll functions including obtaining and reviewing employee time sheets; enter and prepare payroll checks; determine the amount of required payroll tax deposits; responsible for the preparation and timely filing of the various payroll tax reports
- Responsible for calculating the amount of sales tax and use tax deposits and timely filing of those reports
- Prepare monthly meter reading schedule
- Coordinate with staff and load reading devices for manual reading
- Load in readings from meter reading systems for billing
- Perform monthly verification of meter readings
- Perform utility billing and data entry functions related to billing
- Assist in communicating with outside computer programmers in resolving problems arising during the daily operations of the computer application systems
- Reply to routine customer inquiries related to utility billing and customer service
- Accepts and processes customer payments
- Assist other business office personnel during breaks, lunch hours and whenever conditions dictate
- Perform other duties as assigned



Atlantic Municipal Utilities

**Required Knowledge, Skills, and Abilities:**

Ability to apply strong knowledge of GAAP and the financial concepts including debits/credits and double entry bookkeeping. Efficiently operate computer terminals to input and retrieve data; knowledge and ability to perform accounting functions accurately and timely; ability to effectively communicate with people projecting a pleasant and intelligent image.

**Required Experience and Training:**

Bachelor's degree in accounting, finance, or a related field is required for this position. Or, individuals with an associate's degree with at least 1-3 years of applicable experience.