

GREATER AUGUSTA UTILITY DISTRICT

JOB POSTING

Staff Accountant

The Greater Augusta Utility District is a non-profit public utility that owns and operates a water, sewer and stormwater utility which provides service to multiple communities. These services include sewer collection, wastewater treatment, stormwater collection, drinking water supply and fire protection.

Working closely with the Finance Director, this position is responsible for performing varied senior-level accounting functions to help facilitate managing financial records to include preparation of monthly financial statements, reconciling accounts, handling reimbursements, closing monthly records and reports, ensuring efficiency and accuracy of records, and utilizing accounting software. This position will serve as back-up for the billing clerks and also the Accounts Payable and Payroll functions. This position also participates in various ad hoc projects and serves as a technical resource for the business office.

ESSENTIAL JOB FUNCTIONS

- Prepare and enter monthly journal entries and analysis of account balances.
- Prepare monthly reconciliations of various general ledger accounts.
- Oversee entry of inventory (items received and issued) and monthly account reconciliation.
- Assist with maintenance of accounting and internal controls procedures and provides a resource in these areas for business office staff.
- Assist Finance Director in year-end work to include preparation of materials for the annual audits and any required financial reports.
- Assist in the documentation and maintenance of an accounting procedures and processes manual for business office.
- Identify and make suggestions to improve the workflow process within the business office and assist Finance Director in the implementation of accounting automation and processing changes.
- Responsible for all customer accounts receivable billing for jobbing.
- Responsible for the monthly calculation and filing of the Maine Sales and Use Tax returns.
- Assists with year-end physical inventory counts/reconciliation

The successful candidate will have a minimum of an Associate's Degree (Bachelor's preferred) in Accounting, Business, Finance or a related field. Professional experience and personal integrity working with confidential and sensitive financial information a must. Experience working with a public utility and MUNIS software is highly desirable.

This is a full-time, non-exempt position with a comprehensive benefit package, pension plan and generous paid time off.

Pay range is \$46,083-59,907 annualized depending on qualifications.

To apply, please submit a cover letter and resume to Human Resources at manair@gaud.ws no later than **Friday, June 25, 2021**.