

Smithville Electric System is seeking a detail-oriented and highly organized Accountant to perform professional accounting and financial reporting functions in support of the utility's operations. This position is responsible for maintaining accurate financial records, preparing financial statements, monitoring budgets, assisting with audits, and ensuring compliance with generally accepted accounting principles (GAAP), Tennessee municipal utility requirements, and applicable regulatory standards. The Accountant works closely with management to support sound financial decision-making and the efficient operation of the utility.

Essential Duties and Responsibilities

- Prepare and maintain accurate general ledger accounts and journal entries.
- Reconcile bank accounts, investment accounts, and other balance sheet accounts on a monthly basis.
- Prepare monthly, quarterly, and annual financial statements and management reports.
- Assist in the preparation and monitoring of the annual operating and capital budgets.
- Analyze revenues, expenses, and financial trends and provide recommendations to management.
- Process and reconcile accounts payable and accounts receivable transactions as needed.
- Maintain records for fixed assets, depreciation schedules, and capital projects.
- Prepare payroll-related accounting entries and reconcile payroll accounts.
- Assist with utility billing revenue reconciliation and cash management activities.
- Prepare required tax filings, regulatory reports, and financial documentation for state and federal agencies.
- Coordinate the annual independent financial audit and provide supporting schedules and documentation.
- Ensure compliance with internal controls, accounting policies, and applicable laws and regulations.
- Assist with long-term financial planning, forecasting, and cash flow analysis.
- Recommend improvements to accounting procedures and financial reporting processes.
- Maintain confidentiality of financial records and customer information.
- Perform other accounting and administrative duties as assigned.

Qualifications

Education and Experience

- Bachelor's degree in Accounting, Finance, or a closely related field required.
- Minimum of three years of progressively responsible accounting experience preferred.
- Experience in governmental, municipal, or utility accounting is highly desirable.
- Certified Public Accountant (CPA) designation is preferred but not required.

To Apply, please send your resume Richie Knowles at richieses@gmail.com