

ROLLA MUNICIPAL UTILITIES

102 West 9th Street
PO Box 767
Rolla, MO 65402-0767

Job Title: Senior Accountant
Date: January 2, 2024

Grade Level: 14
FLSA: Full-time, Non-Exempt

GENERAL PURPOSE

This work involves daily accounting, including payroll, general ledger, accounts payable, accounts receivable and managerial reporting.

SUPERVISION RECEIVED

The Senior Accountant works under the daily supervision of the Finance Manager.

ESSENTIAL DUTIES & RESPONSIBILITIES

Daily accounting includes payroll, general ledger, accounts payable, accounts receivable and managerial reports.

Prepare and examine for accuracy all accounting records, financial statements, and reporting.

Execute accurate reporting and data verification, enabling management to analyze options and make financial decisions aligned with company objectives.

Provides assistance to the Finance Manager to ensure the continuity and solvency of RMU.

Maintain, understand, and apply all RMU policies, regulations, and safety rules as necessary.

Provide information, support, and guidance to staff.

This position will be responsible for coverage of other positions within RMU as required.

PERIPHERAL DUTIES

Attend staff safety meetings as scheduled

Provide recommendations and assistance to the Finance Manager.

Performs related work as required.

JOB CONTEXT

The Senior Accountant works regular, year-round hours. Night or shift work is not normally associated with this position. In response to a major weather event this position may require being on call. The stress level for this position is medium to high. This position works in a typical office environment.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

A. Graduation from an accredited High School or successful completion of a GED examination.

B. Bachelor's degree in accounting, finance, or closely related field preferred, equivalent experience will be considered.

C.Experience in governmental accounting is desirable

D.Five plus years of experience in **managerial** accounting required.

E.Applicants must possess or be capable of acquiring within four (4) weeks, a Missouri class E driver's license.

Necessary Knowledge, Skills and Abilities:

- A. Considerable knowledge of the principles, practices, and methods of accounting.
- B. Strong understanding of assets, liabilities, profit and loss, and other financial transactions within an organization.
- C. Professional oral and written communication is required
- D. Considerable ability to establish and maintain professional effective working relationships with peers, management, vendors, and the general public;
- E. Ability to keep accurate records and prepare routine reports from such records.
- F. Ability and willingness to keep and maintain confidentiality.

SPECIAL REQUIREMENTS

Must be of good moral character, and of temperate and industrious habits, able to effectively deal with the public, able to communicate effectively verbally and in writing, and able to handle stressful situations.

Must be a resident of the U.S.A. and legally authorized to perform work in the U.S.A.

Must be able to read and write the English language.

Must be able to pass pre-employment drug tests and physical(s) by RMU's physician.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle or feel, reach with hand and arms, climb or balance, smell, talk and hear. The employee is occasionally required to stoop, kneel crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in an office environment. This may require long hours of sitting, standing, and using a computer.