

Accountant

The South Hadley Electric Light Department (SHELD), a municipal electric utility company with 8,000 customers and over a century of service to the people of South Hadley, is seeking a qualified Accountant. This is a professional accounting position that requires technical accounting knowledge and strong analytical skills. Must be able to resolve accounting and procedural problems which vary in scope and complexity. Work involves the preparation and maintenance of general ledger, payroll, receipts, and purchasing/disbursement records and related files. The accountant is expected to perform accounting and analysis functions and serve as the backup for the Senior Accountant.

Position Responsibilities:

- Prepares and maintains cash balance activity schedule records.
- Prepares periodic payrolls and maintains payroll records and files.
- Prepares periodic purchase requisitions, purchase orders, and warrants and maintains disbursement records and files.
- Prepares receipts journal and maintains records and files.
- Updates customer deposit records and maintains files.
- Updates inventory records for period acquisitions and maintains files.
- Updates general ledger for period activity and assists in preparation of journal entries.
- Performs monthly and annual general ledger close and assists in the preparation of financial analysis and balance reconciliation.
- Assists in the preparation of the monthly and annual reporting process.
- Serve on-call during emergency restoration, providing assistance as directed.
- Prepares account analyses and renders other assistance as necessary for the annual independent audit.
- Performs all other ancillary assignments or duties as required by Department.

Physical Requirements:

- Accountant must be able to: see well (naturally or with correction); distinguish colors, coordinate the use of eyes and hands or fingers, lift and carry objects weighing up to 20 pounds.

Reporting Relationships:

- The Accountant reports directly to the Financial Manager with supervision from the Senior Accountant

Qualifications:

- B.S. in Accounting with 1-2 year minimum experience, CPA candidate preferred.
- Working knowledge of financial accounting, reporting, and internal controls.
- Proficiency in Excel, Word, and PowerPoint, and experience utilizing an automated accounting system.

Job Skills Required:

- Position requires the incumbent to have excellent communication and interpersonal skills with all levels of employees within the company.
- Position requires the incumbent to have an understanding of computer operating systems, including Microsoft Office products.
- Incumbent must possess a valid driver's license and a safe driving record accepted by our insurance company.
- Incumbent must be dependable and accountable.
- Position requires the incumbent to speak, write, spell, understand and communicate in English.
- Position requires the incumbent to perform arithmetical operations rapidly and accurately and be able to see details and recognize errors in numbers, spelling and punctuation in written materials, charts, or tables.
- Position requires the incumbent to display an excellent attitude, conduct, work ethic, and work habits.
- Position requires the incumbent to communicate in a professional and courteous manner with customers as a public relations representative of the Department.

This is a full-time position with excellent benefits including a Massachusetts Public Employee Pension Plan. Qualified candidates can apply by submitting a resume and cover letter to Kim Mendoza – kmendoza@sheld.org .

SHELD, South Hadley Electric Light Department is an Equal Opportunity Employer conforming to all OSHA safety standards, federal, and state regulations pertaining to the states and jurisdictions in which work is performed. Safety is of the utmost priority for the public and employees.