

Position: Senior Accountant**Position Purpose:**

This is a senior level professional accounting position that requires advanced technical accounting knowledge and strong analytical skills. Must be able to resolve technical accounting and procedural problems which vary in scope and complexity. Work involves the preparation of accounting and fiscal reports, and the maintenance of accounting records. The Senior accountant is to perform high level financial, accounting, and analysis functions including administration of internal auditing, accounts payable, bids and contracts, cost accounting, and project financial performance analysis and serves as the backup for the Financial Manager. The position includes interpreting and applying complex electric regulations and reporting requirements.

Position Responsibilities:

- Administers and manages the organization's accounts payable operations including the review all vouchers for payment to ascertain completeness, the assignment or review account numbers and allocations, and the coordination of A/P functions with the Town.
- Responsible for planning and monitoring the finance department's filing system and record retention program.
- Coordinates the organization's cash management, internally and with the Town Treasurer, Town Accountant, and MMWEC to ascertain cash is in balance.
- Reconciles general ledger control account with subsidiary records and investigates discrepancies.
- Performs internal audit functions, such as counting cash on hand, verifying deposits, test counting physical inventory, verifying payroll, vacation and sick leave records, etc.
- Coordinates and administers the organization's independent outside audit and any specific third-party audits as required, under the direction of the Financial Manager.
- Prepares account analyses and renders other assistance as necessary for the annual independent audit.
- Formalizes and manages material acquisition control policies and procedures to provide for levels of inventory consistent with departmental plans.
- Analyzes wholesale electric bulk power projections, distribution costs and prepares quarterly rate adjustments as directed by the Financial Manager and General Manager.
- Reviews and/or independently prepares monthly and annual financial statements.
- Reviews and/or independently prepares annual forecast/budget.
- Reviews and approves the month-end general ledger, closes and performs a thorough analysis of the general ledger to ensure the highest degree of accuracy and integrity of the financial operations.
- Supervises and assists the accountant and other support personnel as directed.

Reporting Relationships:

- The Senior Accountant reports directly to the Financial Manager

Qualifications:

- B.S. in Accounting with 5-7 year minimum experience, CPA or CPA candidate preferred.
- Working knowledge of US GAAP, financial accounting, reporting, and internal controls.
- Proficiency in Excel, Word, and PowerPoint, and minimum of five years' experience using an automated accounting system.
- Working knowledge of the financial and accounting operations of regulated electric utilities preferred but not required.
- Working knowledge of the FERC System of Accounts preferred.
- Ability to present complex subjects to management and senior leadership required.
- Must qualify for bonding with regards to performing key financial functions.
- Experience supervising staff.

Job Skills Required:

- Position requires the incumbent to have excellent communication and interpersonal skills with all levels of employees within the company and to display an excellent attitude, conduct, and work ethic.
- 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 to speak, write, spell, understand and communicate in English and to perform arithmetical operations rapidly and accurately.
- Position requires the incumbent to communicate in a professional and courteous manner with customers as a public relations representative of the Department

SHELD, South Hadley Electric Light Dept is an Equal Opportunity Employer conforming to all OSHA safety standards, federal and state regulations. Safety is of the utmost priority for the public and employee. This is a full-time position with excellent benefits including a Massachusetts Public Employee Pension Plan. Qualified candidates can apply for this position by submitting a cover letter and resume to kmendoza@sheld.org , Kim Mendoza at South Hadley Electric Light Department.