



Harriman Utility Board

Staff Accountant

Reports to: Manager of Accounting

Department: Accounting

Date: October 1, 2026

FLSA Status: Non-Exempt

Approved: General Manager

Pay Status: Hourly

To perform this job successfully, the person in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.

JOB SUMMARY:

Includes performing a variety of complex accounting tasks, and providing support to our Department Managers and Supervisors as needed.

ESSENTIAL FUNCTIONS:

Accounts Payable (AP), Purchase Orders & Authorizations:

- Process accounts payable transactions accurately and timely in accordance with established policies and procedures.
- Manage the full-cycle accounts payable workflow, including receiving, indexing, verifying, coding all vendor invoices to proper general ledger and project/work order accounts.
- Verify invoices against purchase orders, receiving documentation, contracts, and other supporting records as applicable.
- Reconcile vendor statements and investigate and resolve discrepancies, duplicate invoices, outstanding items, and other account differences.
- Prepare, process, and disburse weekly payment runs (checks, ACH, wire transfers) and maintain organized vendor payment files and audit trails.
- Process year-end Form 1099 filings and maintain accurate, up-to-date vendor tax documentation (W-9 forms) or other tax exemption certificates.
- Assist with month-end accounts payable closing procedures, including accruals and other required entries.

Utility Work Orders & Capital Projects Accounting:

- Administer the end-to-end utility work order accounting system in NISC, ensuring accurate tracking of capital construction, maintenance/operations work orders, and customer-requested job billings.
- Review and audit open work orders to ensure all labor hours, equipment charges, material issues, contractor invoices, and indirect overheads are correctly captured and allocated to the proper accounts.
- Execute monthly work order charge-outs and final job closings as designed by engineering and in conjunction with as-built drawings.

Inventory Control & Reconciliation:

- Maintain the perpetual inventory subledger in the accounting software (e.g., NISC) and ensure timely posting of material purchases, warehouse receipts, transfers, and inventory issuances to work orders and capital projects.
- Collaborate directly with Purchasing and Warehouse personnel on periodic cycle counts and annual comprehensive physical inventory counts; calculate and post adjustments for inventory shrinkage, obsolescence, scrap, or count variances.

Accounts Receivable (AR) & Miscellaneous Receivables:

- Process and administer all Miscellaneous Receivables:
 - Prepare, review, and issue timely miscellaneous billing invoices for non-utility services, joint-use/pole attachments, aid-to-construction, damage claims to utility property, scrap sales, and third-party contract work.
 - Coordinate with Operations, Engineering, and Customer Service departments to obtain accurate work order costs, documentation, and police/incident reports to support damage recovery and custom billings.
- Review miscellaneous receivable transactions for accuracy, completeness, proper coding, and appropriate supporting documentation.
- Monitor outstanding miscellaneous receivable balances and assist with follow-up on past-due or unresolved items.
- Assist with recording and reconciling miscellaneous receipts and other non-routine revenue transactions.

General Accounting & Reporting:

- Prepare and maintain accurate general ledger accounts, supporting schedules, and routine/recurring journal entries.
- Assist with reconciling balance sheet accounts monthly (including prepaid items, accrued liabilities, miscellaneous income/expense, and inter-division transactions) utilizing NISC software and spreadsheet schedules.
- Assist Bookkeeper with deposit management or complete deposit management when necessary.
- Assist Accounting Supervisor with bank reconciliation when necessary.
- Assist with the preparation of assigned tax filings, regulatory reports, and financial documentation for state and federal agencies.

- Assist with the annual independent financial audit by gathering and organizing information, preparing supporting schedules, documentation, and other information as assigned by the Manager of Accounting.
- Maintain the strict confidentiality of financial records, customer accounts, and employee data.
- Ensure ongoing compliance with internal controls, accounting policies, and applicable legal/regulatory standards.
- Perform other duties as assigned by the Manager of Accounting.

ADDITIONAL RESPONSIBILITIES:

- Provide collaborative administrative accounting support to department managers and team members as needed.
- Attend accounting seminars, system user conferences, or training programs as determined by the General Manager or Manager of Accounting.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of basic accounting principles (GAAP), with specialized proficiency in accounts payable, inventory, work orders and receivable processing workflows.
- Strong professional communication and customer service skills when interacting with vendors, customers, auditors, and internal staff.
- High attention to detail, numerical accuracy, and strong analytical/reconciliation skills.
- Ability to prioritize high-volume transactional workloads, meet firm payment and closing deadlines, and work independently.
- Proficiency in Microsoft Excel (intermediate to advanced spreadsheet formulas and functions), Word, and Office 365 products.
- Capability or prior experience operating enterprise accounting software (experience with utility accounting software such as NISC is preferred).
- Demonstrated discretion and integrity when handling sensitive financial, customer, and personnel data.
- Ability to present a positive image of HUB and demonstrate a caring attitude toward employees and customers while maintaining company values.

PHYSICAL REQUIREMENTS:

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.

- Primarily seated desk work; may be required to sit for extended periods while operating computer terminals and standard office equipment.
- Minimal bending, stooping, walking, and light lifting (e.g., standard file boxes, checks, office supplies up to 25 lbs).

WORKING CONDITIONS:

The working 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.

- Standard indoor office environment with climate-controlled conditions.

QUALIFICATIONS:

- **Education:** Bachelor's degree from an accredited college or university with a concentration in Accounting, Finance, or Business Administration is required.
- **Experience:** 2+ years of hands-on accounts payable, inventory, work order, plant accounting, receivables, and general ledger accounting experience is required.
- **Preferred:** Prior experience in electric/gas/water/sewer/broadband utility accounting, FERC accounting system knowledge, or experience working with NISC enterprise software.

Over the course of employment, specific job duties for employees may be changed, added, or deleted. In an effort to keep these job descriptions updated and to remain compliant with the Americans with Disabilities Act (ADA), employees will be given the opportunity to review their descriptions each year or at any time they feel it needs to be updated.