

## JOB DESCRIPTION

**Job Title:** Accountant  
**Reports To:** Controller  
**FLSA Status:** Exempt  
**Department:** Accounting and Finance  
**Date:** April 1, 2013

**Salary:** To Be Determined

### Summary:

Perform essential duties and responsibilities related to accounting, utility billing, general ledger, and other basic accounting duties associated with accounts receivable and accounts payable.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Prepare financial statements and special reports by preparing balance sheets, income statements, and miscellaneous reports, applying intermediate level skills and knowledge of accounting and reporting requirements in accordance with "Generally Accepted Accounting Principles" (GAAP).
- Provide financial information to management by researching, collecting, analyzing, and summarizing account information and trends, and preparing intermediate level reports and financial statements to reflect findings.
- Prepare audit work papers for annual or special audit by providing accurate supporting documentation at an intermediate level for assigned area(s).
- Provide explanations of policy/procedures and respond to auditor's questions and requests in a timely and accurate manner.
- Maintain and review financial information and transactions by creating and monitoring electronic files and accounting documents.
- Complete projects of moderate complexity and/or parts of more complex projects.
- Maintain accounting ledgers by the review and posting, and/or approving the posting, of account transactions of intermediate dollar value and complexity, insuring the transactions are processed in accordance with policy, regulations, and sound business practices.
- Verify accounts by reconciling statements and transactions and investigating account documentation. Resolve any discrepancies related to outstanding invoices by issuing stop payments, payments, or making adjustments to payments.
- Facilitate discrepancy resolution for other accounting staff members.
- Monitor and track operating budgets for monthly reporting.
- Make recommendations to management as to adequacy of accounting/billing system and the need for changes within the system.
- Maintain depreciation schedule of all capitalized assets, including adding new assets, disposing of old assets, and reconciling the schedule to the general ledger.
- Prepare reports and correspondence as required by the position.
- Perform other tasks as designated by supervisory personnel.

**Qualifications:**

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

**Education/Experience:**

Bachelor's degree (BS) from an accredited four-year college or university with major course work in a field related to the position and twelve (12) semester hours in accounting; or Associate's degree in accounting (A. A.).

**Language Ability:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

Database/Customer Accounts Software, Word Processing, Spreadsheets (Excel), Accounting Software, General Ledger, Accounts Receivable, Accounts Payable, E-mail, Internet Software.

**Other Knowledge, Skills, & Abilities:**

None required for this position. Additional accounting or finance training may be required.

**Certificates and Licenses:**

None required for this position.

**Supervisory Responsibilities:**

This position has no supervisory responsibilities.

**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 is occasionally exposed to work near moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

**Physical Demands:**

The described physical demands 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 regularly uses hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand, walk, or sit. The employee may occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

**Please send resume and application to:**

**Aqua Water Supply Corporation**

**Attn: Human Resources Manager**

**P. O. Drawer P**

**Bastrop, Texas 78602**

**Or send via email to: [careers@aquawsc.com](mailto:careers@aquawsc.com)**