

Independence Light & Power, Telecommunications Job Description

Title: **Accountant**

Reports to: General Manager

General Responsibilities:

In accordance with Independence Light & Power, Telecommunications goals and objectives, is accountable for the overall planning, organizing, controlling, and directing of the financial activities of ILP, T, including coordination of all customer and general accounting functions and information processing.

Representative Duties:

- Develops and maintains consistency of the chart of accounts to follow FERC guidelines.
- Oversees critical financial management functions including long-term financial planning, operational and capital budgeting, development of financial policies and procedures, and monitoring of revenues, rates and expenditures.
- Directs the operation of a central accounting system in a manner consistent with established and accepted utility accounting principles and practices, and in sufficient detail to produce accurate cost, financial, and statistical data for management, statutory, and GASB requirements.
- Manages the internal audit function, including development of effective internal controls, prepares management information and preliminary GASB financial statements, and oversees completion of a financial statement certified audit by a third party CPA firm.
- Prepares and reconciles monthly financial statements for use by the other managers and the utility board.
- Provides professional advice and makes recommendations related to CIS system updates and improvements.
- Participates in regular and special board meetings as necessary.
- Prepares the annual and 5-year budgets by integrating historical financial data with information and estimates from the General Manager and Supervisors.
- Recommends, directs, and oversees ILP, T financial investments and debts, ensuring full compliance with applicable laws and requirements.
- Manages specialized business consultants when needed for special financial projects.
- Completes rate studies and recommends rate changes needed to achieve the utility's plans and objectives
- Prepares and submits annual electric and telecom reports to various agencies and governing entities including but not limited to the Iowa Utilities Board (IUB) and the FCC.
- Audits and evaluates customer information, billing, and financial system requirements; and manages and troubleshoots software upgrades or migrations as needed.
- Audits the readings and billing of customer bills, and refunds on finals as required.
- Audits the preparation of employee payroll, the maintenance of adequate personnel records, and the administration of the Employee Benefits Program.
- Other duties may be assigned by the General Manager.

Job Requirements:

- Performs job duties at a very high standard of safety and workmanship.

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- Promotes customer service relations in positive daily interactions with customers encountered in the field or work place.
- Displays a positive attitude and work ethic.
- Responds to such hours as are necessary to accomplish job duties.
- Maintains a professional and appropriate workplace appearance.

Physical Requirements:

- Frequently required to stand, walk, sit, bend, and twist; use hands to finger, handle or feel objects, tools, keyboards or controls; and reach with hands and arms.
- Occasionally required to lift, carry, and/or move up to 25 pounds in weight.
- Able to hear with or without assistance.
- Able to see with or without correction, view close objects, and the ability to adjust focus.

Mental Requirements:

- **Analytical Skills-** Ability to identify problems and opportunities, review possible alternative courses of action, and utilize available information resources when making decisions.
- **Problem Solving Skills-** Ability to develop feasibly realistic solutions to problems, recommend actions designed to prevent problems from occurring, and refer problems to upper management when necessary.
- **Planning & Organizational Skills-** Ability to develop long range plans, solve complex problems, take advantage of opportunities, and establish systematic methods of accomplishing goals.
- **Communications Skills-** Ability to clearly, effectively, and coherently convey ideas and information both in written and oral form of the English language. Must be comfortable presenting information to groups on a regular basis. Ability to develop and maintain good working relationships with contractors, community members, elected officials and regulatory personnel.
- **Reading Ability-** Ability to effectively read and understand information.
- **Mathematical Ability-** Ability to calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without the aid of a calculator.
- **Time Management-** Ability to set priorities in order to meet assignment deadlines.

Work Environments:

- Work is primarily performed inside the ILP, T office, but may include meeting business associates, clients or customers in the field or at other locations.

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Equipment Used:

- Must be fluent on the use of computers, financial/accounting information systems, software applications (including Word, Excel, and Adobe), copy machines, printers, and telephone systems.

Education & Experience:

- Requires bachelor's degree in accounting or related field and a minimum of three years of experience in a management position, or equivalent. CPA, CMA or CPFO certification is preferred.
- Requires significant knowledge of generally accepted financial management and accounting principles and practices, and demonstrated experience in applying them to address short and long-term financial goals and issues.
- Must be well versed in accounting software and customer information systems, and be able to quickly learn new systems.
- Familiarity with State and Federal rules and regulations regarding ILP, T's systems is preferred.
- Demonstrated ability to oversee and direct a diverse group of personnel.
- Must hold a driver's license valid in the State of Iowa.

Wages:

- This is a salaried, FLSA exempt position with the wage based on qualifications, attitude and work ethic.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN ILP, T AND THE EMPLOYEE. Nothing in this job description restricts ILP, T's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. This description reflects ILP, T's assignment of essential duties and responsibilities.

Salary DOQ, excellent benefits package including health, dental, vision, paid holidays & vacation. Pre-employment drug screening and background check required. EOE.

Send resume wage requirements and cover letter to: ILP,T General Manager
700 7th Ave NE. PO Box 754
Independence, IA 50644
Email: ksidles@indytel.com

Deadline is May 15, 2017