

JOB TITLE: SENIOR ACCOUNTANT  
DEPARTMENT: GENERAL OFFICE  
SUPERVISOR: ACCOUNTING AND COST ANALYST  
HOURS OF WORK: 7:30 A.M. – 4:30 P.M.  
FLSA STATUS: FULL TIME, EXEMPT  
UPDATED: 05/28/2024

This position is subject to RP&L Drug and Alcohol-Free Policy. This includes pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing and follow-up testing.

Duties will include tasks for Richmond Power and Light and Parallax. Typical performance duties include but are not limited to the following:

- A. Supervise and manage General Office (accounting and billing department) employees.
- B. Coordinate vacations and other time off for General Office personnel. Assign tasks to the appropriate job area.
- C. Prepare assigned journal entries and allocations needed for monthly financials.
- D. Review and authorize employee travel expense reports.
- E. Review and approve customer billings, including testing revenue reports to ensure correctness.
- F. Maintain customer unclaimed funds.
- G. Evaluates and analyzes data to ensure proper accounting procedures. Performs audits of customer information system to ensure reliability and accuracy of customer billing and accounting.
- H. Review and approve prepaid and payables agenda for council meetings twice per month.
- I. Responsible for verifying employee hours, payroll codes, etc. for payroll.
- J. Reconcile and process payroll accounts payable invoices.
- K. Prepare W-2 and year-end tax filings.
- L. Ensure vendor 1099 forms are accurate and filed timely.
- M. Maintain detailed worksheets on sales tax, and payroll taxes and ensure timely payments.
- N. Work with Human Resources on payroll updates, changes, and issues.
- O. Prepare the necessary annual/quarterly/monthly reports for governmental and affiliated agencies.
- P. Maintain spreadsheets for utility cost allocation for affiliate and company expense.
- Q. Review customer charge work orders, ensuring timely billing and prepare monthly journal entries.
- R. Provide requested documentation for audit purposes.
- S. View and respond to work emails timely.
- T. Other duties as required.

## **Background**

### **Confidentiality:**

There is a high level of confidentiality involved in this position.

### **Contacts:**

This position will need to have the ability to handle a high degree of contact with customers, as well as all other company personnel.

### **Equipment:**

This position is expected to be knowledgeable with computer and keyboard, and business office equipment.

### **Expenditures:**

All positions at RP&L are expected to operate within approved budgetary allowances and follow company purchasing policies.

### **Mental Application:**

This position requires the person to be courteous, friendly, and helpful at all times. Will be required to follow and carry out both written and verbal orders using good judgment and common sense. Requires adaptability to change and a desire to learn new skills and work with changing technology as required for the position. Candidate must be willing to (satisfactorily) complete all applicable training courses.

### **Physical Demands:**

The physical demands described here are representative of those which 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 is required to stand, talk, hear, walk, sit, lift, pull, reach, stoop, kneel, crouch, and smell.

### **Responsibilities:**

This position is responsible for providing customer service in a courteous and professional manner.

### **Supervision:**

Supervision of General Office employees as assigned.

### **Training:**

Must have successfully completed or be willing to successfully complete applicable training courses as required by the company.

**Working Conditions:**

Most of the time will be spent indoors in an office environment. Occasionally, there may be a need to spend time in areas of high noise, dust, or a damp environment. Occasional travel (auto or air) with overnight stays may be required.

**Back up**

Billing Specialist  
Accounting and Cost Analyst

**Qualifications**

Candidate must possess a bachelor's degree in accounting.

Minimum of two years' experience in general accounting, preferably in utility accounting.

Preferably should have previous experience in supervision and customer service.

Candidate should possess skills in office-related work and have excellent telephone skills.

Must possess strong written and verbal communication skills.

Must be able to communicate well with customers, employees, and other individuals to convey information effectively.

Must be proficient in the use of computer software, including Microsoft Office products.

Must be familiar with office machines and office procedures, including recordkeeping and filing.

Must have the ability to quickly analyze, troubleshoot, and make good, effective, and timely decisions.

Must have the ability to multi-task, organize and prioritize work.

Must be willing to successfully complete all applicable training courses (satisfactorily) as required by the company.

Must be psychologically able to handle the stress that accompanies deadlines, scheduling, and requirements.

Must be able to work without direct supervision, be self-motivated, to exercise initiative and good judgment, to readily assume responsibility and to make decisions within the scope of assigned authority.

Must be able to work independently as well as cooperatively with others for the mutual benefit of the Utility.

Must have the ability to foster good relationships with other employees/departments and use tact in dealing with customers and fellow employees.

Excellent customer service skills with the ability to interact with customers in a positive, congenial, and professional manner are required.

Must be efficient, well organized, and neat in appearance, professional, pleasant, and well-mannered.

Must exercise a high degree of confidentiality.

Must be physically, mentally, and psychologically able to perform all of the required duties.

Must have a valid motor vehicle operator's license.