



OHIO COUNTY

PUBLIC SERVICE DISTRICT

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| POSITION TITLE: | Bookkeeper/Accountant Assistant to the General Manager |
| REPORTS TO: | General Manager |
| SUPERVISES: | Not a supervisory position |
| FLSA EXEMPTION STATUS: | Full-time, salaried, exempt |
| SALARY: | Commensurate based on experience |
| BENEFITS: | Health, short-term disability, dental and vision insurance, pension |
| START DATE: | Within two weeks of offer (unless otherwise agreed) |

ABOUT US

We are a public sector utility employer located in the Northern Panhandle of West Virginia, looking for an energetic, career-minded, self-starter to join our team as the Bookkeeper/Accountant and Assistant to the General Manager. The successful applicant will train with the current Bookkeeper/Accountant. This position does require attendance at Ohio County Public Service District Board of Director meetings which are typically held in the evening, the first and third Wednesday of each month at 7:00pm. We offer a competitive salary, eight paid holidays, paid vacation and sick leave, health insurance, short term disability, dental, and vision insurance.

ESSENTIAL FUNCTIONS:

This position involves professional level bookkeeping and accounting work including, but not limited to, the following:

- Reconciliation of account balances, performance of various operational bookkeeping tasks, and preparation of workpapers to support the fiscal closing processes.
- Tracking and maintenance of property costs and fixed asset schedules.
- Analysis of accounting records, including financial statements and other financial reports to assess accuracy, completeness, and conformance to the standards.
- Develop and document business processes and bookkeeping and accounting policies to maintain general ledger integrity and compliance with U.S. GAAP and keep up with GASB pronouncements.
- Develop systems for the maintenance of financial records, making use of current technologies.
- Work to improve financial procedures and leverage efficiencies.
- Provide support for the annual audit.
- Assist in the preparation of monthly/quarterly financial statements and other financial reports as requested by the General Manager and Board.
- Prepare, monitor and maintain annual operating and capital budgets consistent with the organization's goals.
- Protect the Organization's value by maintaining a high level of confidentiality.
- Execute special projects and other duties as assigned by the General Manager.

- Crosstrain on the duties assigned to other members of our team.
- Any and all other duties assigned by the General Manager.

POSITION REQUIREMENTS:

1. Bachelor's degree in accounting is preferred but will consider a minimum of five years of experience in a bookkeeping/accounting position.
2. Experience using QuickBooks Accounting Software or Sage 300 Real Estate and Construction accounting software is a plus.
3. Exceptional written and verbal communications skills, including effective interpersonal and collaboration skills.
4. Attention to detail and accuracy.
5. Proficient in Technology, including Microsoft Outlook, Excel and Word. Should be a higher end user of Excel.
6. Ability to multi-task.
7. Open to change and willing to learn new skills.
8. Completing other duties as may be assigned or directed.

PHYSICAL/MENTAL REQUIREMENTS:

1. Uses a computer approximately 6 – 7 hours per day.
2. Perform with frequent interruptions.
3. Perform effectively under conditions of fluctuating workload.
4. Uses telephone and email to communicate with consultants, contractors, banks, and co-workers, approximately 2 hours per day.
5. Work at desk approximately 7 – 8 hours per day.
6. Bends and stoops approximately 1 hour per day for filing/records maintenance.

OTHER:

The successful candidate must:

1. Consent to a pre-employment Criminal Background Check which shows no felony convictions nor moral turpitude.
2. Consent to a pre-employment Consumer Credit Report that shows financial stability and integrity.
3. Consent to a pre-employment drug screening showing no illegal drugs or legal drugs for which the candidate does not possess a prescription from candidate's health care provider.

APPLICATION:

Interested applicants must submit their letter of introduction, resume and three (3) personal references to HR@ohiocountywv.gov no later than the end of the business day on April 1, 2025. The successful candidate must be available to commence employment on April 20, 2025.

An Equal Opportunity Employer