



E-mail: aradke@ci.hutchinson.mn.us
Website: www.hutchinsonutilities.com

225 Michigan St SE
Hutchinson, MN 55350

Tel: 320.234.0501
Fax: 320.587.4721

APPLICATION DEADLINE: June 11, 2021

POSITION	ACCOUNTANT	2021
DEPARTMENT	FINANCE	
SUPERVISED BY:	FINANCIAL MANAGER	
SUMMARY	THIS IS WORK PERFORMING THE ADMINISTRATION, COORDINATION, AND CONTROL OF CASH AND FINANCIAL ACCOUNTING ACTIVITIES OF THE HUTCHINSON UTILITIES COMMISSION (HUC). GRADE 8	

DUTIES AND RESPONSIBILITIES

1. General Accounting
 - a. Follows established Federal Energy Regulatory Commission (FERC) accounting principles in completing the accounting function for the HUC. Establishes accounts and posts to the general ledger.
 - b. Provides the Accounts Payable (AP) function. Processes, records, and makes payments as authorized. Works with purchasing and inventory personnel to verify AP information.
 - c. Completes 1099's for the year.
 - d. Prepares financial reports as directed or required.
 - e. Reviews journal entries.
 - f. Reviews Bank Reconciliations.
 - g. Works directly and indirectly with all departments preparing reports, editing registers for general ledger entry.
 - h. Prepares sales tax documents for payment and refunds.
 - i. Prepares reports and audit papers as requested for annual audit.
 - j. Completes Unclaimed Property Report to the State of Minnesota annually.
 - k. Manage & Reconcile Petty Cash
 - l. Maintain Vehicle Records

2. Payroll
 - a. Review time entered for all employees.
 - b. Processes payroll on the payroll system. Prepares and files necessary payroll reports. Checks payroll for accuracy. Prepares direct deposit payment advices and paychecks for distribution.

- c. Enters new hire information into the payroll system and maintains and updates employee information as required.
 - d. Computes and submits quarterly payroll reports. Files reports for permanent record.
 - e. Prepares all tax deposits and distributes payments of employee deductions to appropriate companies.
 - f. Responsible for processing the employer contributions to the Public Employees Retirement Association (PERA). Prepares and provides required reports to PERA.
 - g. Processes annual W-2 forms.
 - h. Reconciles all payroll general ledger accounts.
3. Human Resources
 - a. Assists Employees with HRA Reimbursements
 - b. Employee Benefit enrollment & record keeping
 - c. Assist Administrative Coordinator with Employee Benefits Administration
 4. Performs other related duties as required.

EQUIPMENT

Personal computer and related software, including BS&A applications, computerized financial/payroll packages, printers, copier, 10-key calculator, scanner, fax machine and telephone.

REQUIRED QUALIFICATIONS

Two-year degree in accounting or related field, or the equivalent as determined by the HUC. Working knowledge of accounting principles. Payroll and benefits experience. Proficiency on the MS Office package with emphasis on Excel. Effective written and oral communication skills. Ability to establish and maintain effective working relationships with staff, officials, administrators, and constituents.

WORKING CONDITIONS

Office work. Full time position during established office hours.

STARTING PAY RATE

Annual wage dependent upon experience and qualifications.

HUTCHINSON UTILITIES COMMISSION
ADDENDUM TO JOB DESCRIPTIONS
TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA)

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk and use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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.

The noise level in the work environment is usually moderately quiet.

The duties listed in job descriptions are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.
