Accountant

This full-time position reports to the Accounting Manager and is located at the Electric Center, 1200 Fort Vancouver Way, Vancouver, WA 98663.

WHAT YOU WOULD DO:

REVIEW DAILY BILLING EXCEPTIONS
- Review daily, billing accounts the billing system has determined are exceptions to the billing process, review each account to determine if further investigation is required.
- Review field service reports, meter orders and notes on customer information system for pertinent account information.
- Take appropriate investigative action including requesting field calls.
- Release accounts that are determined acceptable.
- Review daily billing reports and take appropriate action.

PROCESS PRIOR BILLING EXCEPTIONS
- Research and resolve accounts dropped into billing exception review.
- Review and process field calls returned from other departments.
- Make corrections as needed.
- Manually calculate billing information as needed.

RESEARCH AND RESOLVE BILLING ISSUES
- Research and resolve moderately complex problems as they occur.
- Create or update spreadsheets, as needed.
- Provide suggestions and solutions to improve processes.

UPDATE CUSTOMER INFORMATION SYSTEM (CIS)
- Review meter orders for accurate and complete information and input to CIS.
- Process customer account adjustments.
- Process combine or separation of customer accounts.
- Investigate and resolve switched meter inquiries.
- Update billing account information as needed.
- Complete account reconciliations.
- Complete projects as assigned.

PREPARE AND INPUT INVOICES
- Review invoices/vouchers for accuracy and complete documentation.
- Prepare and input invoices.
- Match invoices to purchase orders on on-line system.
- Assure compliance with contract terms, quote and bid requirements.
- Assess use tax on invoices, as appropriate.
- Sort and distribute mail.

MAINTAIN ON-LINE ENTRIES
- Update and add new vendors with correct 1099 designation.
- Verify vendor files reflect accurate information.
- Balance the A/P subsystem to the general ledger, as needed.
- Prepare journal entries.

REVIEW AND RELEASE BATCHES/PREPARE AND PROCESS WEEKLY PAYMENT RUN

INVESTIGATE VENDOR INQUIRIES AND INVOICE PROBLEMS
- Investigate moderately complex vendor invoice problems and documentation issues with other departments; follow-up on results.
- Follow-up on vendor inquires.
- Provide suggestions and solutions to improve processes.

TRAINING AND SUPPORT
- Provide training and support within accounting and to other departments.
- Attend training to improve knowledge and skills.

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 essential functions. Qualified applicants should have a Bachelor's Degree in Accounting or related field. Work experience in accounting preferred. Exhibited proficiency in Microsoft Office Suite required. Must possess a proactive approach, is a self-starter with proven problem solving skills and high attention to detail. Experience automating, streamlining and implementing new processes a plus. Applicant must be a self-starter with outstanding interpersonal skills including a customer service focus and flexibility. Demonstrates team collaboration skills and has strong written and oral communications skills.

HOW TO APPLY:

Clark Public Utilities offers excellent benefits, an attractive wage, and company incentive programs. For confidential consideration, please forward your resume with cover letter via email to jobs@clarkpud.com. Resumes may also be sent to Clark Public Utilities, Human Resources Department, P.O. BOX 8900, Vancouver, WA 98668.

Equal Opportunity Employer
At Clark Public Utilities, we are committed to being a place
where a diverse mix of talented people want to come, to stay
and do their best work.