

## **JOB DESCRIPTION**

### **ACCOUNTANT**

#### **Revision Date**

06-26-2026

#### **Reports To**

Accounting Manager

#### **Directs**

None

#### **Purpose of Position**

The Accountant performs a wide variety of clerical/accounting functions in general accounting including, but not limited to, accounts payable, accounts receivable, payroll, material inventory, and work orders.

#### **Responsibilities & Duties**

- Responsible for maintaining an accounting system with adequate procedures, records, and controls in accordance with accepted standards and practices.
- Responsible for preparing and compiling payroll and all other associated data.
- Responsible for maintaining records of employee leave time.
- Enters daily truck time data.
- Review and close all work orders as completed from construction work in progress.
- Enters plant additions and retirements.
- Responsible for payments to vendors regarding inventory materials and plant assets.
- Responsible for monthly general ledger reconciliations of work in progress, inventory, plant, and other accounts receivable.
- Responsible for invoicing joint users for pole attachment fees.
- Responsible for issuing invoices for aid-to-construction fees.
- Responsible for issuing invoices for damages to company facilities.
- Responsible for the preparation of financial reports, as assigned.
- Responsible for answering the phone, when necessary.
- Responsible for identifying problems within the department and developing feasible solutions.
- Responsible for performing all work according to Lexington Electric's safety procedures and standards.
- Responsible for carrying out other duties assigned by the Accounting Manager.

### **Physical Activities**

- **Walking:** Must be able to move about, as required, to accomplish tasks. The employee is frequently required to stoop, kneel, crouch, or crawl.
- **Lifting:** Raising objects weighing at least 50 pounds from a lower to a higher position or moving objects horizontally from position-to-position.
- **Communication:** Written, oral, and technical communication is required. Employee must be able to communicate with the customer and other employees in a professional manner.
- **Hearing:** Must be able to hear the spoken word with or without correction, either in person or on the telephone.
- **Visual Acuity:** Have vision sufficient, or corrected sufficiently, to read printed material on various forms of applications, computer monitors, and interoffice communications.

### **Working Conditions**

This employee typically works indoors in an office environment and may be in close contact with the public.

### **Experience**

Previous utility accounting experience is preferred.

### **Education**

High School Diploma or equivalent is required

Bachelor of Science degree in Accounting or other related field is preferred.

### **Job Knowledge, Abilities, and Skills**

- Must possess the knowledge of utility accounting principles.
- Must possess good organizational skills.
- Must possess computer knowledge and typing experience.
- Proficient in Microsoft Office applications, especially Excel, Outlook, and Word.
- Must have the ability to keep routine operational records and make reports.
- Must have the ability to establish and maintain an effective working relationship with the public and other employees.
- Must have the ability to apply common sense understanding to carry out instructions furnished in written or oral form.
- Must have the ability to add, subtract, multiply, and divide all units of measurement.
- Must be able to handle multiple interruptions and adjustments to priorities throughout the day.
- Must be able to communicate effectively with diverse and sometimes irate individuals and to handle calmly and efficiently situations ranging from routine to emergency.
- Must have excellent memory and organizational ability to deal with multiple responsibilities.
- Must possess enough knowledge of the principles, practices, and processes involved in the distribution of electric power to communicate with customers to their satisfaction.
- Must possess a knowledge of occupational hazards and safety procedures.

### **Other**

- Maintain current Tennessee Driver's License.
- Attend TVPPA and all other training sessions, as assigned.
- Be certified in First Aid and CPR.