Job Title: Accounting Representative
Department / Section: Finance/Accounting
Job Classification: Bargaining Unit
Schedule: Full-Time
Exemption Status: Non-Exempt
Safety Sensitive Position: No
Emergency Responder Designation: Second Responder
Reports To: Supervisor – Accounting and Analysis

Objective:
This position is responsible for the accurate and timely execution of accounting transactions in support of the Finance Department. This position coordinates and implements all procedures involved with accounts payable, preparation and maintenance of miscellaneous billings, customer billing, and payroll processes.

Essential Functions:

- This position performs a variety of accounting support and bookkeeping functions and may specialize in a specific area (i.e. payroll, accounts payable, etc.). However, all Accounting Representatives are expected to cross train and be able to perform all accounting and bookkeeping activities.

- Perform daily posting for all journals (i.e. from customer information system (CIS) and financial system). Confirm accounts receivable (AR) and customer deposits general ledger (GL) and subsidiary ledgers are in balance.

- Process accounts payable.

- Process customer adjustments and miscellaneous receivables:

- Process customer electric and miscellaneous billing.

- Process payroll for three entities – Employees, Retirees, Board Members.

- Perform daily cash reporting

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.
Other Job Duties & Responsibilities:

- Perform monthly audit of sample billings by rate class.
- Prepare Net Metering report and copy of NOAA bill to Florida Municipal Power Agency (FMPA) monthly.
- Prepare bi-weekly billing to FMPA for wages and taxes.
- Prepare semi-annual and annual Regulatory Assessment reports.
- Conduct internal audit of Customer Service non-cash deposits (i.e. Surety Bonds & Letters of Credit). Assist Customer Service in reconciling CIS information to non-cash deposits on hand.
- Perform as back up for any of the other Accounting Representatives.
- Perform any other duty or special project as requested.
- Other duties as assigned during emergency situations.

Supervisory Responsibilities:

- This position does not have supervisory responsibilities.

Fiscal Responsibilities:

- This position does not have fiscal responsibilities.

After Hours Responsibilities:

- This position has an expectation of little to no evening and weekend work.

Job Qualifications:

- Must have read and understand the job duties and training requirements sections of this job description.
- Must be able to perform the essential job duties of this position, as defined in the job duties section of this job description, with or without reasonable accommodation for any mental or physical disability.
- Must pass basic math, Excel, and basic bookkeeping test.
- Must have a valid Florida Drivers' License with an acceptable driving record, as determined by KEYS, and maintain at own expense.
- Must reside in KEYS’ service area.
- Must be able to read, write and communicate effectively in English.
- Must have high school diploma or equivalent. Preferred education: Associate’s degree (AA) or equivalent from two-year college or technical school.
• Must have a minimum of one to three (1-3) years of relevant work experience, including:
  o Basic accounting and/or bookkeeping principles such as:
    ▪ Customer billing, revenue recognition, and general ledger analysis; Computerized payroll processing, including experience with payroll liability accounts and payroll tax reporting.
    ▪ Payment to vendors, research of variances between invoices and purchase orders, and general ledger coding. Preparation of miscellaneous billings, subsequent reconciliation, and understanding of customer adjustments.
    ▪ Basic understanding of accounting principles and previous experience in general ledger accounting and account reconciliations.

• The position requires the following skill and knowledge levels:
  o Intermediate analytical skills
  o Intermediate project/process management skills
  o Intermediate computer/technical skills
  o Intermediate written and oral communication skills

• The position requires the following levels of collaboration and/or service to others:
  o Internal and external exchange of routine, factual information and/or answering routine questions
  o Internal and external exchange of detailed information or resolving or varied problems
  o Internal access to and/or work with sensitive and/or confidential information
  o Internal and external development and maintenance of relationships with key contacts to enhance work flow and work quality

• Decisions may affect a work unit or area within a department. May contribute to business and operational decisions that affect the department.

• This position requires the ability to solve problems that are varied and require analysis or interpretation of the situation. Problems are solved using knowledge and skills, and general precedents and practice.

• This position requires an ability to work independently in an environment where results are defined and existing practices are used as guidelines to determine specific work methods. The position carries out work activities independently; supervisor/manager is available to resolve problems.

**Required Training:**

• KEYS Systems: human resources information system (including time and attendance), KEYS operating systems, and all Microsoft applications.

• KEYS policies and procedures, rules and regulations, travel policy, current union contract and management handbook

• KEYS’ Safety Manual

• Financial Software (General Ledger, Accounts Payable, Inventory, Purchase Orders, Payroll, Billing, Continued property Records [CPR], Construction Work in Process [CWIP])

• All Utility Board of the City of Key West financial policies and procedures.

• All Current Utility Board Bond Resolution covenants governing KEYS’ flow of funds.

• Operations of the Finance Department.
- College-level Principles of Accounting I and II recommended.
- Must attend seminars and workshops as needed and be willing to travel by commercial airline.

**Physical / Environmental Demands:**

- The position operates in a professional office. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and scanners.

- The position may be exposed to the following environmental conditions:
  - Rarely exposed to all weather conditions
  - Rarely exposed to noise
  - Rarely exposed to hazardous materials

- 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. While performing the duties of this position, the employee is:
  - Rarely required to conduct extensive standing, walking, etc.
  - Often required to use vision and hearing abilities
  - Sometimes required to bend at the waist and neck
  - Sometimes required to rotate at the waist and neck
  - Sometimes required to reach forward, sideways, backward and overhead
  - Rarely required to conduct simple, complex and power grasping

- Incumbent in this position must be able to lift objects with a weight of up to 10 pounds.

**Personal Protective Equipment (PPE):**

- There are no PPE requirements for this position when working in the office.

**Additional Information:**

- No additional information has been provided at this time.
Please note that this job description is intended to describe the general nature and level of work being performed by the employee(s) assigned to this job. The content contained therein is not intended to represent an exhaustive list of all duties, responsibilities, and activities required. Duties, responsibilities and activities may change at any time, with or without notice, and additional work may be assigned as appropriate.

Keys Energy Services considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of non-job related disability, or any other legally protected status.

Reviewed and Approved by Supervisor

(Print Name) (Signature) (Date)

Current Incumbent

(Print Name) (Signature) (Date)

Date Job Description Created: February 2018
Date Job Description Approved by Training Committee: April 2018
Date of Most Recent Review: