



▶▶▶ JOIN THE MOUNT PLEASANT WATERWORKS TEAM ◀◀◀

Just minutes from historic Charleston, South Carolina and beautiful area beaches, Mount Pleasant Waterworks (MPW) is a water and wastewater utility serving 40,000 customers in the beautiful and expanding coastal locale of Mount Pleasant. MPW currently operates four reverse osmosis treatment facilities and buys wholesale water from Charleston Water Systems. MPW is seeking qualified applicants for a **Senior Accountant** position to perform the following responsibilities:

- Analyzes and monitors financial transactions and ensures they are recorded according to accounting standards.
- Reconciles bank statement, traces cleared amounts to transactions in the general ledger account and reconciles differences and prepares journal entries for reconciling items as necessary.
- Reconciles general ledger accounts ensuring proper accounting and accounting treatment.
- Monitors/reviews accounting transactions and reports for accuracy and completeness and compiles/analyzes financial information.
- Reviews processes, procedures and policies and recommends corrected action.
- Reconciles and posts medical account transactions to include Flexible Spending Account (FSA) transactions.
- Analyzes financial statements including investigating, reconciling and reporting variances.
- Reviews pronouncements from the Government Accounting Standards Board (GASB) as it applies to the Commission and develop processes to comply with the new standards.
- Provides assistance during annual audit to include working with the auditors, providing documentation, analysis, and reconciliation schedules.
- Performs internal audits as directed by the Chief Financial Officer; and assists with documenting and monitoring internal controls.
- Explains accounting policies and procedures to staff, vendors and clients.
- Establishes new general ledger accounts and adds new accounts to the financial statements.
- Works with the Budget and Procurement Supervisor with the annual budget and preparation of the budget documents.
- Works with the Project Accountant in the accounting of capital projects and recording of fixed asset information.
- Works with the Chief Financial Officer in the preparation of financial reports including the Comprehensive Annual Financial Report and other reports as needed.
- Provides reports and analysis as requested by the CFO, Accounting Supervisor, and Budget and Procurement Supervisor.
- Assists the CFO with the organization's financial rate model and development of rates.

Position requires a Bachelor's Degree in Accounting supplemented by 7 - 10 years previous experience and/or training that includes knowledge of finance, accounting, budgeting and cost control principles, knowledge of general accepted accounting principles (GAAP), audit procedures and application of GAAP to financial statements, knowledge of financial and accounting software applications and the ability to analyze financial data, reconcile general ledger accounts and transactions and prepare financial reports. Position also requires a Certified Public Accountant (CPA) license, strong forensic accounting, critical thinking and analytical skills. Must be skilled in oral, written and electronic communication with the ability to establish/maintain effective working relationships with all employees, supervisors and external vendors/consultants. Computer skills are also required that allow strong understanding of internet research, Microsoft Office (with excellent Excel proficiency), and enterprise-level accounting systems (e.g. Great Plains, Dynamics, etc.).

• **Competitive Compensation and Benefits Package** • **Salary Range: \$64,836- \$100,496** •

Qualified candidates please submit resumes or applications to:

(Applications may be downloaded at www.mountpleasantwaterworks.com)

Mount Pleasant Waterworks
Human Resources Manager
Post Office Box 330
Mount Pleasant, SC 29465-0330