

Job Opening: Accounting Specialist

Location: Humboldt Utilities

Department: Finance & Accounting

Reports To: Finance Director

Position Overview:

Humboldt Utilities is seeking a detail-oriented and experienced **Accounting Specialist** to join our finance team. The ideal candidate will have a strong background in accounting, be proficient in Excel, and capable of performing daily, monthly, and yearly reconciliations across various utility departments. This role is essential in maintaining accurate financial records, supporting audits, and ensuring the integrity of our accounting processes.

Minimum Qualifications:

- **Accounting experience** through either a degree or equivalent work experience
 - (e.g., prior employment at CPA firms, accounting coursework, etc.)
 - **Proficiency in Microsoft Excel**, including formulas and working across multiple spreadsheets
 - Strong attention to detail with the ability to investigate and correct discrepancies
 - Familiarity with general accounting principles and reconciliations
 - **Utility accounting experience is a bonus**
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Key Responsibilities:

Daily Duties:

- **Cash Reconciliation**
 - Maintain and reconcile Daily Cash Receipts Journal (Excel)
 - Match and verify credit card deposits with daily CSA reports; initiate corrections as needed
 - Track and retain records of credit card, draft, and check returns posted to customer accounts

Monthly Duties:

- **Bank Reconciliations** (5 accounts)
 - Reconcile daily journals, disbursements, and deposits to bank statements
 - Post journal entries for interest income, bank charges, over/short amounts
 - **General Ledger Reconciliations** (5 accounts)
 - Verify ledger balances match journal and disbursement records; investigate discrepancies
 - Prepare formal Excel-based Bank Reconciliation statements
 - **Accounts Receivable to General Ledger Reconciliation**
 - Match billed routes to general ledger entries using Excel
 - Identify and post necessary journal entries to correct imbalances
 - **WORKS Reconciliation – Electric, Gas, Water**
 - Enter new work orders, payments, and adjustments
 - Reconcile all entries with the General Ledger
 - **Fiber Billing**
 - Complete monthly billing cycle for fiber accounts
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Annual Duties:

- Prepare and submit **preliminary audit data**
 - Perform **Inventory Reconciliations** for Electric, Gas, and Water departments
 - Manage **Work Order Closings** and **Plant Reconciliations** across all departments
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Preferred Skills:

- Experience with utility accounting systems and reconciliation processes
 - Strong organizational and problem-solving skills
 - Ability to work independently and meet deadlines
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If you're looking to be part of a community-focused utility provider and have the skills to maintain financial accuracy and support daily operations, we encourage you to apply.

Apply Today!