

**PDM UTILITY CORP.
Job Description**

Title Position: Accounting Manager

Supervisor's Title: Executive Director

Supervises: Two Non-Exempt

(Indicate job title number of employees)

FLSA Status: X Exempt

Position Summary:

(This section should provide a brief summary of the purpose of the position, the level of responsibility and authority. The redaction of this section should be easier once you have identified the main tasks and responsibilities of the position.)

This is a highly visible position interacting with outside consultants, customers, suppliers and Board's members on a frequent basis. This position is responsible for the accounting department, as well as the supervision of the customer service staff. Responsibilities include the full accounting cycle, capture of financial transactions, preparation and interpretation of financial statements, account reconciliation, accounting controls, year-end audit, budget preparation, among others. Plans, organizes, and manages the activities and staff involved in the customer services area. This position assists the Executive Director and the Treasurer of the Board of Directors in the preparation of the capital and operating budgets; costs and operational procedures. This position requires supervisory and analytical skills, good judgment, excellent communication skills, high level of integrity and the ability to coordinate multiple projects simultaneously. This position has a moderate level of discretion and reports to the Executive Director of the organization.

Tasks and Responsibilities of the Position:

(Make a list of the tasks necessary to comply with the requirements of the position. These tasks should be based on the expected results. The same should be organized following a logical order, it may be based by importance, level of responsibility and/or time necessary to complete it.)

1. Responsible for the day-to-day accounting operations, prepares, presents and interprets monthly financial statements, income statements, balance sheets, cash flow statements including the interpretation of the Generally Accepted Accounting Principles (GAAP).
2. Assists the Executive Director in developing the operating and capital budgets and works closely with department heads, Finance Committee and the Board of Directors.
3. Maintains and secures all corporate records of accounts payable, accounts receivables, inventory, cash flow, fixed assets, deposits, bank reconciliations, among other according to the GAAP and the internal policies of the organization.
4. Establishes, evaluates, monitors, and analyzes the internal financial control structure of the Corporation to determine the efficiency of the operations; recommends improvements to the structure if deemed necessary.
5. Safeguards all funds in bank accounts; assures that revenues are properly and correctly deposited and supervises the drawing of all checks; informs to the bank of changes in authorized account signers.
6. Monitors the operating results as compared to budget and works closely with the Executive Director to keep costs under control.
7. Prepares special cost analysis, graphics, tables, statistical reports, and provides any other information required by the Executive Director and/or the Board of Directors to assist in the planning, controlling, and evaluation of necessary decisions. Participates in a wide variety of special projects, meetings and compile a variety of special reports.
8. Prepares tax returns and other tax and payroll matters pertaining to the corporation to assure the accurate and timely completion of all corporate obligations taking full advantage of all favorable tax codes.

9. Plans, coordinates and supervises the customer service personnel responsible to provide general accounts information to the customers, open new accounts, invoicing, collect payments, connect/disconnect water service, investigate service complaints, coordinate meter tests, investigate illegal water usage, among others.
10. Oversees performance of the customer service personnel, performs evaluations on assigned employees, carries out disciplinary actions in accordance with company's policies; recommends hires/terminations among other supervisory functions.
11. Investigates, analyzes, and resolves complex customer complaints, meets with customers/representatives, plumbers, etc. to resolve problems and authorizes adjustments when necessary.
12. Interprets Rules and Regulations of the organization, and policies and makes decisions based upon them.
13. Responsible for the processing of payroll data assuring that deductions for health insurance, ASUME and any other authorized deduction are done properly; resolves discrepancies with payroll for the purpose of ensuring accuracy of records and employee payments; manages direct deposit program and makes sure that the payroll records are up dated and in compliance with internal policies and labor law regulations.
14. Coordinates annual audit and be a team member in conjunction with the corporation's independent public accountants to ascertain that the statements are presented fairly and according to U. S. GAAP.
15. Advises and guides department heads on matters of recordkeeping and accounting.
16. Prepares the annual operating and capital budget documents in a reasonable and reliable format.
17. Analyzes and reports the variances from the actual approved budget to the executive management and advise of any necessary corrective actions.
18. Monitors the Board of Director's goals regarding financial transactions and ensure adherence to the same.
19. Attends meetings and represents PDMU and/or its Board of Directors on local committees and organizations when necessary as directed by the Executive Director.
20. Verifies that all insurance records are properly maintained and assists with the compilation and processing of all information related to insurance claims and/or legal matters.
21. Remains up-to-date on best practices in non-for-profit finance, business systems, internal control measurers; and local/federal laws applicable to non-for-profit organizations.

Position Requirements:

(Identification of the knowledge, skills competencies, licenses, etc... necessary to perform the tasks of the position satisfactorily. The requirements of the positions should be aligned with the tasks and responsibilities of the position.)

- Bachelor degree in accounting,
- Four years plus of accounting experience
- Proficient knowledge of GAAP
- Supervisory skills
- Fully Bilingual –read, write, speak – English and Spanish
- Strong interpersonal skills and customer service oriented
- Excellent written and oral communications skills
- Excellent organization skills
- Proficient in the use of Windows applications: Excel, Word, Power Point
- Flexible schedule

- Demonstrates integrity, tact, diplomacy and a commitment to company values, and principles while ensuring the upmost consistency

Work Environment/Physical Conditions

(This section should provide an idea of the environmental conditions in which the work will be done. You should identify those that could be uncomfortable, dangerous and indicate intensity, frequency and duration of such tasks.)

- Normal office environment,
- Prolonged sitting, standing, lifting up to 10 pounds, stooping, bending, squatting, pulling, pushing and good visual skills regularly.

Other Tasks

This document identifies those responsibilities and principal functions inherent to the position. The same does not include all the aspects of the position, therefore additional functions may be assigned by the supervisor. Also, it is expected that the employee be flexible to collaborate with other employees or departments in order to achieve the organization's goals.