

**SANDHILLS UTILITY SERVICES, LLC**  
**FORT BRAGG, NC**

<b>Job Title:</b>	<b>Accountant</b>
<b>Position Type:</b>	<b>Full Time - Exempt</b>
<b>Department: Accounting</b>	<b>Reports to: VP of Finance &amp; Accounting</b>

**Education:** Requires a Bachelor in accounting, business or related field.

**Experience:** Three to five years additional experience is necessary to acquire requisite skills.

**Skills/Qualifications:** Must be able to prepare a variety of reports and paperwork with a high degree of accuracy and attention to details. Must be able to work on deadlines under pressure. Must be able to use Microsoft Office and a Computer. Some utility accounting is preferred.

**Job Responsibilities:** Maintain company financial records, oversee budgets for all departments, Recommend methods to save money, Report financial information to management, Oversee accounts payable and receivable, Advise management on tax ramifications of business decisions, Balance PTO Accruals, handle bank deposits, prepare month and year end close, analyze bank activity, post cash receipts and check receipts, process credit card payments, annual audit lead support, develop annual budget for annual service plan, prepare journal entries, notes payable, prepare month end close Reconcile Gas Receipts, Aging and collections, prepare and track R&R reports, track Task Orders, track Capital Credits, track joint use agreements, and all other duties as assigned. Responsible for providing leadership and coordination of company financial planning, budget management and ensure company accounting procedures and reporting conform to generally accepted accounting principles.

**Physical Requirements:** Must be able to perform all activities listed in the job description with or without reasonable accommodation.

**Working Conditions:** Normally works weekdays 7:30 am until 4:30pm, but overtime may be required to respond to organizational needs. Some overnight travel may be expected. Will be required to work all inclement weather events.

**Special Requirements:** Applicant must have or can obtain a valid North Carolina Driver's License, and must have a clear background check in accordance with Government regulations, and pass a drug screening.

**Other Duties:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Interested candidates should submit a completed resume, cover letter, and application to [alocklear@sandhillsutility.com](mailto:alocklear@sandhillsutility.com), or to Audrey Locklear, Human Resources at P.O. Box 72858, Fort Bragg, North Carolina 28307