

## **Accountant Requirements & Responsibilities**

- \*QuickBooks
- \*Springbrook
- \*Microsoft Excel
- \*AP
- \*AR
- \*Complex Bank Reconciliations
- \*Sub-ledger Reconciliations
- \*Journal entries
- \*General ledger
- \*Chart of accounts
- \*Taxes
- \*Payroll taxes
- \*End of year tax preparation
- \*Amortization & Depreciation
- \*Prepays/Prepaid Insurance
- \*Annual Unclaimed Property
- \*Annual Audit/Audit Preparation
- \*Provide detailed financial packets to the Board of Directors each month and various other reports/tasks as required for the Directors/Company
- \*Customer Service-Front desk, drive through and phones
- \*Assist with public boil water and disconnect notices
- \*Lead and Copper prep and reporting
- \*CCR (water quality report) annually-prep and reporting
- \*Miscellaneous tasks as needed/requested to assist Office Manager, Operator and Board of Directors