

HARTSELLE UTILITIES

JOB DESCRIPTION

Job Title: Accounting Clerk

Department: Finance and Support Services

FLSA: Non-exempt

Grade: 7
Safety Sensitive: No
Security Sensitive: Yes

Job Description Modified: April 2026

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Chief Financial Officer (CFO)

Subordinate Staff: None

Other Internal Contacts: All Hartselle Utilities (HU) Departments

External Contacts: Hartselle Utilities Customers; Central Service Association (CSA); Accounts Payable Vendors

Job Summary

Under the general supervision of the Chief Financial Officer (CFO), the Accounting Clerk supports the daily operations of the Finance and Support Services Department. This position is responsible for processing payroll, accounts payable, and general accounting functions to ensure accurate, timely, and compliant financial operations across all utility services. This position requires exceptional attention to detail, a high degree of accuracy, and the ability to work independently within established procedures. More complex or non-routine issues are referred to the CFO for guidance and resolution. This is a security-sensitive position and is subject to a pre-employment background check and ongoing random drug screenings.

Essential Functions

ESSENTIAL FUNCTIONS: The following list describes the primary responsibilities of this position; however, it is not exhaustive, and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of reasonable accommodation.

ESSENTIAL FUNCTION: General Accounting. Provides operational support for the financial functions of Hartselle Utilities by performing general accounting activities that ensure the accuracy, reliability, and timeliness of financial data used for reporting, compliance, and decision-making.

1. Performs routine and specialized accounting tasks in support of daily, monthly, and annual financial operations
2. Inputs, maintains, and verifies financial data within accounting software systems
3. Prepares and posts general ledger journal entries to ensure accurate account balances
4. Reconciles assigned general ledger accounts and identifies discrepancies for resolution
5. Performs monthly bank reconciliations and ensures alignment with general ledger balances
6. Maintains accounts receivable reconciliations and assists in resolving variances
7. Assists in the preparation and distribution of financial reports and supporting documentation
8. Generates and reviews cash account reports to support financial oversight
9. Provides financial data and assistance to the Chief Financial Officer (CFO) and accounting staff as requested
10. Maintains financial records in accordance with established retention policies and audit standards
11. Responds to internal and external inquiries with accurate and timely information
12. Participates in departmental meetings and training to support continuous improvement
13. Performs all duties with a high level of accuracy, accountability, and professionalism

ESSENTIAL FUNCTION: Payroll. Administers payroll operations for Hartselle Utilities by ensuring the accurate, timely, and compliant processing of employee compensation in accordance with applicable federal and state regulations.

1. Processes weekly payroll in accordance with established procedures and timelines
2. Prepares and files required federal and state payroll tax reports.
3. Maintains payroll records, including pay rates, deductions, benefits, and garnishments
4. Inputs and updates employee payroll information, including new hires and status changes
5. Ensures timely remittance of payroll taxes and compliance with regulatory requirements
6. Identifies, investigates, and resolves payroll discrepancies

7. Generates, maintains, and files payroll reports and supporting documentation in accordance with audit requirements

ESSENTIAL FUNCTION: Accounts Payable. Administers accounts payable operations to ensure timely, accurate, and controlled processing of vendor payments and financial obligations

1. Reviews invoices and billing statements for accuracy and compliance with policies and procedures
2. Resolves routine discrepancies and coordinates with departments or vendors to ensure accurate processing
3. Prepares and processes accounts payable payments in accordance with established procedures
4. Monitors payment schedules to ensure timely disbursement of funds
5. Maintains vendor records and ensures accuracy of account information
6. Prepares and files vendor 1099 forms in compliance with applicable regulations
7. Reconciles accounts payable activity with the general ledger
8. Generates reports to support tracking, analysis, and financial oversight
9. Maintains accounts payable documentation in accordance with record retention and audit requirements
10. Administers petty cash in accordance with established controls and procedures

NON-ESSENTIAL FUNCTIONS:

1. Assists with special projects, events, and organizational initiatives as directed by the Board and General Manager
2. Performs other related duties and responsibilities as assigned to support departmental and organizational needs.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of Hartselle Utilities (HU) policies, procedures, and operations
2. *Knowledge of HU service area and utility operations
3. *Knowledge of safety practices and workplace standards
4. Knowledge of general accounting principles, practices, and systems
5. Knowledge of payroll processing and accounts payable procedures
6. Knowledge of applicable safety practices and workplace standards
7. Proficiency in the use of computers, accounting systems, and Microsoft Office applications, including spreadsheets
8. Ability to assemble, interpret, and analyze financial and operational data to support reporting and decision-making
9. Ability to identify discrepancies and implement appropriate corrective actions
10. Strong mathematical skills with the ability to perform accurate calculations
11. Effective verbal and written communication skills with the ability to interact professionally with internal and external stakeholders

12. Ability to respond to inquiries clearly, accurately, and in a timely manner
13. Ability to represent Hartselle Utilities in a positive and professional manner
14. Strong organizational and time management skills with the ability to prioritize tasks and meet deadlines
15. Ability to maintain a high level of accuracy, attention to detail, and accountability in all work
16. Ability to work independently while contributing to a team-oriented environment
17. Ability to maintain confidentiality and appropriately handle sensitive financial and employee information
18. Ability to exercise sound judgment within established policies and procedures
19. Valid driver's license with the ability to operate a vehicle for work-related tasks

Minimum Qualifications

1. Associate's degree from an accredited college in accounting or business management
2. Minimum of two (2) years of professional experience in bookkeeping and accounting
3. Preferred: Prior work experience in payroll processing and accounts payable
4. Preferred: Professional experience in public utility accounting
5. Any combination of education, training, and professional experience that supports the essential functions of this position may be considered
6. Current, valid driver's license with an insurable driving record
7. Availability to attend meetings and training programs as needed
8. Successful completion of a pre-employment background check and ongoing random drug screenings

Physical Demands

Work is primarily sedentary and performed in a seated position for extended periods. Occasional physical activity may be required, including standing, walking, bending, and lifting or carrying light items such as files, documents, or office supplies. The position may require operating a motor vehicle for work-related purposes. No unusual physical demands are required to perform the essential functions of this position.

Work Environment

Work is performed in a standard office environment under typical office conditions. Responsibilities require the use of common office equipment and adherence to established safety practices. The environment is generally quiet and involves work at a desk or workstation for extended periods. The workspace is well-lit, climate-controlled, and designed to support efficient and safe operations. Employees are expected to comply with all applicable laws, organizational policies, and safety procedures.