

Corning Natural Gas Corporation

Title: Senior Accountant

This person is primarily responsible to ensure timely compliance filings by three separate regulated utility companies required to file certain information and disclosures by the New York State Public Service Commission (“NYSPSC” or “PSC”) and the Pennsylvania Public Utility Commission (“PAPUC”). These regulatory filings include, but are not limited to, disclosure of financing transactions, rate case disclosures and account reconciliations. Regulatory filings generally are made periodically, either monthly, quarterly, or annually, although some filing requirements are based on the occurrence of specific events. The position also includes, assisting in the preparation of rate cases and other regulatory filings. The successful candidate will also assist in the development and administration of the Company’s budgets and financial forecasting models, as well as the development and maintenance of a functional cost accounting system.

Essential Functions:

- The Senior Accountant will become conversant with the New York Public Service Commission (“NYPSC”) and the Pennsylvania Public Service Commission (“PAPUC”) filing requirements and will be proactive in ensuring compliance.
- The Senior Accountant will maintain and update a calendar reflecting the due dates of all required Filings pertaining to such requirements, the Corning employee responsible for preparing the Filing, the purpose of the Filing, the reference to the NYPSC order or other source of the Filing Requirement, and a distribution list of individuals who should be copied on the Filing.
- The Senior Accountant will timely inform the appropriate Corning personnel having responsibility regarding the subject of the required Filings of the procedures and deadlines for preparation of the Filings and will follow up with those individuals to enable the Company to meet the Filing Requirements.
- The Senior Accountant will oversee the preparation and submission of the Filings.
- The Senior Accountant will keep Corning’s Chief Financial Officer informed and up to date as to the status of all such Filings and will keep a log of the completion and submission of such Filings, as well as any responses received and any follow-up action that may be required.
- Assist in developing and maintain functional budgets and forecast models
- Gather data from various budget departments for preparation of annual capital and operating budgets
- Prepare monthly and distribute departmental budget reports to responsible department for variance reporting
- Prepare overall variance budget report from all Departments for the Chief Financial Officer
- Collect and analyze relevant historical data
- Works with various departments throughout the Company analyzing data and processes
- Understands information technology solutions and how they apply to business needs
- Performs administrative tasks as required

- Identifies opportunities for process change for continuous improvement and facilitates the acceptance and implementation of the change
- Works within team environment to complete various department tasks.

Technical Knowledge & Skill

- Demonstrated analytical, problem-solving, statistical, and mathematical skills required
- Must be familiar with budgeting and accounting concepts
- Demonstrated proficiency with Microsoft Excel spreadsheets, charts, and building functions required
- Must possess strong multi-tasking and organizational skills
- Ability to work within tight deadlines required
- Must be able to work within a team environment.
- Strong communication and interpersonal skills required
- Experience with gas utilities and knowledge of gas operations systems helpful
- Knowledge of Cayenta, CIS Infinity, Microsoft Access, etc. helpful

Education & Experience

A Bachelor's degree in Accounting, Finance, or the equivalent in combined education and experience required. Knowledge of GAAP required. A minimum of three years of related experience in a utility company is preferred, but not required... At least three years' experience on the assurance staff of a "Big 4" public accounting firm or a comparable public accounting firm is preferred.

Significant opportunity for advancement within the company is available for the successful candidate.

Salary and Benefits

Salary is commensurate with the candidate's level of experience. The Company offers a generous health care plan, a 401(k) plan with a company match, flexible work arrangements, a generous vacation/holiday/personal day package a flexible continuing education program and requires occasional but limited overtime work.

Corning Natural Gas is an Equal Opportunity Employer and does not discriminate based on race, color, sex, religion, national origin, age, disability, wages, or genetic information.