

Position Title: Fixed Assets/Inventory Accountant

Reports To: Chief Financial Officer

FLSA Status: Full-Time (Non-Exempt)

Date: November 29th, 2022

JOB SUMMARY:

The Fixed Asset Accountant will manage the fixed assets of the Company, review asset entries, and prepare account reconciliations, journal entries and supplemental analysis schedules. The accountant will prepare and maintain monthly pre-opening assets and supplies accounting, reconcile prepaid supplies and fixtures, and other miscellaneous accrued payables. The accountant will maintain the fixed assets database and add and dispose of assets as needed. The accountant will assist with the preparation of month end accruals, the monthly close process, and prepare the quarterly and annual schedules for internal/external audit.

ESSENTIAL FUNCTIONS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

FIXED ASSETS

- Maintain all fixed asset records, including cost basis in plant assets, accumulated depreciation, removal costs
- Maintain records of the physical location of Company plant assets
- Calculate gain or loss on the sale, disposition, or retirement of fixed assets
- Provide fixed asset information for New York utility special franchise tax and local property tax
- Provide fixed asset data and information to Company's external auditors

INVENTORY ACCOUNTING

- Maintain Inventory Accounting system
- Allocate overhead costs to inventory
- Oversee Physical inventories (Generally once per year)
- Reconcile inventory per physical counts to inventory per books
- Maintain transfer of inventory to construction work in process
- Provide inventory information to external auditors

ACCOUNTING SYSTEMS LEADER

- Responsible for managing Company's relationship with accounting system vendor (Cayenta)
- Responsible for implementing all system updates

ACCOUNTS PAYABLE

Supervise Accounts payable department

Responsible for reconciliation of accounts payable every month

Financial Accountability (With CFO)

- Ensure work is completed in a timely and economical fashion.
- Accurate budgets
- Reviews annual budget.

Contact with Others and Community

- Ability to work as a team member.
- To attending trainings and professional development activities as appropriate.
- All communications are potentially sensitive and are subject to Corning Natural Gas policy on confidentiality.

Additional Functions

- To serve on committees, as appropriate.
- Represent the Corning Natural Gas in a professional manner.
- To meet the requirements per Federal Corning Natural Gas Performance Standards and any/all local, state agency policy and procedures.

KNOWLEDGE, SKILLS, AND ABILITIES:

- The person in this position exhibits conscientiousness, dedication, self-discipline, and a sense of responsibility.
- The person in this position must have the ability to work independently, take initiative and prioritize multiple assignments with attention to detail and deadlines in a fast-paced environment.
- The person in this position must have the ability to establish effective relationships and work in a team environment to meet team and Corning Natural Gas goals.
- The person in this position must have intermediate computer skills and the ability to learn Corning Natural Gas software programs.
- The person in this position must have a thorough understanding of Corning Natural Gas processes, procedures, and policies.
- The person in this position can manage, coordinate, and make decisions proactively and efficiently.
- This position requires the ability to exhibit poise, clarity, and self-control in stressful, ambiguous, or emotionally demanding situations.
- Excellent written and verbal communication skills.
- 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 is important
- Must be able to work within a team environment.
- Strong communication and interpersonal skills required

OPTIONAL SKILLS AND EXPERIENCE

- Experience with electric and gas utilities and knowledge of gas operations systems helpful but not required.
- Knowledge of Cayenta, CIS Infinity, CUSI, Microsoft Office, etc. helpful but not required.

EDUCATION AND EXPERIENCE:

A Bachelor's degree in Accounting or Finance is required. 3-5 years' experience in public accounting or industry. Utility experience preferred. Knowledge of Cayenta accounting software system is a plus. Strong IT skills is important.

COMPETENCIES

1. Ethical Conduct
2. Time Management
3. Organization Skills
4. Financial Management
5. Project Management
6. Personal Effectiveness/Creativity

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

POSITION TYPE AND ANTICIPATED HOURS

This is a full-time position. Days and hours of work are Monday through Friday, 8a.m. to 5 p.m. Hours can vary based on the needs and schedule of the Corning Natural Gas.

TRAVEL REQUIREMENTS

0-10% Travel requirements. Travel is infrequent and can be planned.

OTHER DUTIES

Please note 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. Other duties as assigned.

AUTHORITY AND ACCOUNTABILITY:

People: This position has no direct supervision

Operations: This position is responsible for daily operations at the Corning Natural Gas

Budget: This position has direct budgetary responsibilities

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. All employees are employees "at will."

Chief Financial Officer

Date

HR Manager

Date

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.

PHYSICAL DEMANDS:

See Attached Physical Demands Form.

WORKING CONDITIONS:

See Attached Work Environment Form

Corning Natural Gas**Physical Requirements Check-Off Form**

Check off only the physical abilities that are directly related to the essential functions of the job.

Caution: Make sure you are not setting stricter requirements than for similar workers already employed.

Job Title: General Accountant

Physical Activity Required	Amount of time				
	Never	On Occasion	Less than 1/3 (Occasionally)	1/3 to 2/3 (Frequently)	More than 2/3 (Regularly)
Standing		X			
Walking		X			
Sitting					X
Manual dexterity					X
Repetitive finger motion					X
Lifting or exerting force		X			
Up to 10 pounds		X			
Up to 25 pounds		X			
Up to 50 pounds	X				
Up to 100 pounds	X				
Over 100 pounds	X				
Reaching or stretching		X			
Climbing or balancing	X				
Crouching or stooping	X				
Creeping or crawling	X				
Speaking					X
Hearing					X
Tasting	X				
Smelling	X				
Seeing (with correction)					X
Close vision					X
Distance vision		X			
Color discrimination	X				
Peripheral vision					X
Depth perception					X
Focusing ability					X

Corning Natural Gas

Work Environment Check-Off Form

Job Title: General Accountant

Physical Activity Required	Amount of time			
	None	Less than 1/3 (Occasionally)	1/3 to 2/3 (Frequently)	More than 2/3 (Regularly)
Outdoor weather conditions	X			
Wet or humid conditions (non-weather)	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Fumes or air-borne particles	X			
Toxic or caustic chemicals	X			
Bloodborne pathogens	X			
Risk of fire or explosion	X			
Risk of electric shock	X			
Prolonged exposure to vibration	X			
Loud noise level	X			

Other factors that are applicable may be added as appropriate.

I accept the position as outlined above and have read and understand the above job description.

Signature

Date

Witness

Date