

**Corning Natural Gas Corporation**  
**Title: Fixed Asset and Accounts Payable Analyst**

The Fixed Asset and Accounts Payable Analyst (“Analyst”) will be responsible for tracking and analyzing the companies’ investments in fixed assets (i.e., poles, pipe, gate stations, transformer etc.) for its regulated utilities. In addition, the individual will act as the primary backup for the Accounts Payable Analyst when needed.

**Essential Functions:**

- The Fixed Asset and Accounts Payable Analyst will be required to be knowledgeable in the maintenance of all accounts payable reports and spreadsheets.
- The Analyst will assist in the review and submission for payment of monthly vendor invoices, as well as being knowledgeable of the weekly check disbursement process.
- The Analyst will track various project costs through work orders to ensure that charges to work orders are accurate and appropriate.
- The Analyst will maintain a system of controls and procedures for the recording of fixed assets.
- The Analyst, after proper review of project costs, will record fixed asset acquisitions and dispositions in the accounting system, in accordance with regulations promulgated by the regulatory Commission having jurisdiction over the respective Company’s books and records
- The Analyst will assist in the calculation of monthly depreciation expense. The analyst will update depreciation rates based on changes approved by regulators.
- The analyst will participate in annual physical inventory counts for each utility.
- The Analyst will audit material inventory purchases against purchase orders.
- The Analyst will reconcile the balance in the fixed asset subsidiary ledger to the general ledger.

**Technical Knowledge & Skill**

- Demonstrated analytical, problem-solving, statistical, and mathematical skills required
- Demonstrated proficiency with Microsoft Excel spreadsheets 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 and electric utilities preferred but not required
- Experience in Job Cost Accounting is a plus
- Knowledge of Cayenta, CIS Infinity, Microsoft Access, etc. preferred but not required

**Education & Experience**

A Bachelor's degree in accounting or Finance, and at least two years of experience in financial accounting or plant accounting.

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 defined benefit pension 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. Minimal travel is required to assist with physical inventory.