



GAS ACCOUNTING ASSOCIATE

Job Summary

Utility Pipeline Ltd (UPL) is seeking a Gas Accounting Associate for our Canton, OH office. This motivated individual will compile and organize information to assist in natural gas purchasing, natural gas accounting, and other various duties to assist the daily activities of the Gas Procurement team. This is a full time position with benefits.

General Responsibilities

- Prepare multiple reports daily, monthly, and annually to support the Gas Procurement team.
- Update multiple Excel spreadsheets monthly to make certain the Gas Procurement team has the latest information regarding our natural gas purchases and natural gas usage from all of our natural gas utilities and natural gas cooperatives.
- Prepare Excel reports showing natural gas flow and/or cost for the senior management team of UPL.
- Prepare reports showing monthly natural gas usage through the Alliance G5 System.
- Correspond with the gas marketers and their team members to assist in the timely payments of our natural gas supply invoices, and to solve any problems that arise out of receiving our monthly invoices.
- File quarterly and annual American Gas Association reports for our Public Utilities.
- File monthly and annual Energy Information Administration reports for the public utilities under the management of Utility Pipeline.
- Assist the Gas Procurement Manager and Gas Accounting Supervisor as needed to provide support to our effort to efficiently buy natural gas supply for our utilities and cooperatives, and to pay our vendors on a timely basis.

*The company reserves the right to add or change duties at any time.

Job Qualifications

- Education: High School Education
- Experience: 1-2 years of related experience in energy related fields or accounting field

Skills

- Excellent verbal and written communication
- Literate in Natural Gas terms
- Complex problem solving
- Critical thinking
- Judgment and decision making
- Proficient in Excel and Word
- Active learning
- Time management

For more information or to apply through our website, check out <https://www.utilitypipelineltd.com/careers>.