



## STAFF ACCOUNTANT

### Job Summary

Utility Pipeline is seeking a Staff Accountant for our Canton, OH office. This is a mid-level accounting position. This motivated individual will prepare and analyze financial reports and records and provide support to the Controller and Accounting Manager. This is a full time position with benefits.

### General Responsibilities

- Prepares monthly financial statements
- Prepares monthly journal entries and allocations
- Assists with general ledger account reconciliation
- Assists with month and year-end closing schedules
- Assists with CAT, excise, gross receipts, real estate, and other local tax reporting
- Meets corporate monthly closing deadlines
- Assists with fixed asset record maintenance
- Reconciles balance sheet accounts monthly and prepares workpapers to support those balances
- Researches items requested by senior financial or operations management
- Handles miscellaneous accounting tasks

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

### Job Qualifications

- Education: Bachelor's Degree in accounting or a related field
- Experience: 3-5 years of related experience

### Skills

- Strong organizational and communication skills
- Thorough knowledge of and ability to apply accounting theory
- Accuracy and detail oriented
- Strong analytical ability
- Time management
- Strong PC and Microsoft Office skills (Advanced Excel; Experience with accounting software)

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