



GENERAL ACCOUNTING ASSOCIATE

Who We Are

Utility Pipeline Ltd. (UPL) is a Natural Gas distribution management company. We operate and maintain Natural Gas service for several Utilities and Cooperatives throughout Ohio, Indiana, Pennsylvania, Virginia, and West Virginia. UPL offers a full range of services in the natural gas industry including engineering, installing, maintaining, and operating natural gas distribution systems, all upheld to the highest standards in the industry. Our core values include safety, customer focus, integrity, accountability, competitiveness, and enhancing shareholder value.

Job Summary

Utility Pipeline is seeking a General Accounting Associate for our Canton, OH office. This is an entry-level position. This motivated individual will handle daily cash reconciliation, assist with accounts payable information, assist with accounting related tasks, and provide support to the accounting team. Must be able to work independently and with a team in a fast-paced and high volume environment with emphasis on accuracy and timeliness. This is a full time position with benefits.

General Responsibilities

- Manage daily cash
- Receive and input accounts receivable information
- Assist with accounts payable records
- Manage monthly bank reconciliation statements
- Miscellaneous accounting functions

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

Job Qualifications

- Education: High school diploma or equivalent
- Experience: Knowledge of accounting processes is a plus

Skills

- Excellent verbal and written communication
- Time management
- Data entry
- Problem Solving
- Proficient in Microsoft Office (Word, Excel, Outlook)
- Critical thinking
- Active listening



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Benefits our Employees Love

- Medical/Dental/Vision Insurance
- Healthcare FSA and Dependent Care FSA with company contributions
- Aflac policies with company contribution
- Paid vacation, sick, and personal time
- Gym membership reimbursement
- Company matched 401K
- Life Insurance
- Employee Assistance Program
- Relaxed dress code
- Flexible and laid-back environment
- And more!

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