



JOB DESCRIPTION

TITLE: Accounting Supervisor

POSITION STATUS:

GRADE: Management

Full Time Part Time

DEPARTMENT: Financial Services

Exempt Non Exempt

REPORTS TO: Director of Finance

JOB SUMMARY

The Accounting Supervisor is directly responsible for the maintenance and oversight of the financial integrity of KPUB’s financial records, along with the direct supervision of its accounting staff. The Accounting Supervisor is the designated Public Information Coordinator.

RESPONSIBILITIES

- Responsible for supervising and managing KPUB’s accounting personnel.
- Responsible for the control of KPUB’s accounting function, including, but not limited to, accounts payable, the fixed assets system, the control of the integrity of the computer accounting system, and the monthly subsystems closings, etc.
- Assists the Director of Finance in preparation of and administration of KPUB’s annual budget.
- Assists the Director of Finance in coordinating with KPUB’s independent auditors, assisting with the audit work papers and in the preparation of KPUB’s Comprehensive Annual Financial Report (CAFR).
- Works with the Director of Finance in the administration of KPUB’s investment program in compliance with its Investment Policy.
- Administers the approved budget for the areas of direct responsibility.
- Ensures that the books and records of KPUB properly reflect the current state of Energy Risk Management (ERM) and oversees other functions of the Back Office as defined in KPUB’s ERM Policy.
- Completes and submits special reports, such as the DOE EIA-861 and the PUCT EMR.
- Makes Board presentations regarding areas of responsibility.
- Provide guidance & direction to accounting staff in accomplishing their respective annual Employee Incentive Plan (EIP) goals.
- Acts as KPUB’s Public Information Coordinator.
- All other assignments as directed by the Director of Finance and/or the General Manager/CEO.

Reviewed By/Title: Tammye Riley, HR Director Approved By/Title: Mike Wittler, GM/CEO

Last Revised Date: April 13, 2021 Date Issued: February 1, 2011



JOB DESCRIPTION

MINIMUM QUALIFICATIONS

- Bachelor’s degree in accounting, business or a related field.
- Registration as a CPA in Texas preferred or ability to attain certification within 24 months.
- Five to ten years of progressive accounting experience preferred.
- Ability to interact with management and external professionals.
- Possess a valid Texas Driver’s license and have a good driving record.
- Bondable.

Employee Statement of Understanding:

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN KERRVILLE PUBLIC UTILITY BOARD (KPUB) AND THE EMPLOYEE. Nothing in this position description restricts KPUB’s ability to assign, reassign or eliminate duties and responsibilities of the job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee’s Signature

Date:

Employee’s Name (Please Print)

Current Job Title

This signed job description will be placed in your personnel file.

Reviewed By/Title: Tammye Riley, HR Director Approved By/Title: Mike Wittler, GM/CEO

Last Revised Date: April 13, 2021 Date Issued: February 1, 2011