Senior Accountant

Norris Public Power District is accepting applications for a **Senior Accountant** at the Main Office in **Beatrice, Nebraska**. Norris is an electric distribution utility providing service to six counties and more than 29,000 customers in southeast Nebraska.

This position is responsible for accurate financial reporting and compliance with District accounting procedures and general accounting standards. This role manages the monthly financial close process, maintains the accuracy and integrity of the general ledger, and prepares monthly reconciliations, timely financial statements and annual reports. This position also supports the year-end audit, completes monthly inventory cycle counts and periodic physical inventory counts, and assists with budgeting and process improvement initiatives.

Preferred candidates will have a Bachelor's degree in Accounting, Finance or Business Administration and a minimum of five years of progressive accounting experience.

Interested applicants should submit their resume to:

Norris Public Power District
Attn: Jamie Niederklein
P.O. Box 399
Beatrice, NE 68310
hr@norrispower.com

Norris Public Power District is an Equal Opportunity Employer. Equal opportunity will be extended to all applicants for employment regardless of race, color, religion, national origin, sex, pregnancy, age, disability, genetic disposition, past or present military service, gender identity, or sexual orientation. All employment decisions are based on education, qualifications, and experience.

Norris Public Power District
Job Description

SENIOR ACCOUNTANT	
Location:	Main Office
Department:	Finance and Accounting
Reports to:	Manager of Finance and Accounting
Type:	☒ Full-Time ☐ Part-Time
FLSA Status:	☐ Exempt ☒ Non-Exempt ☐ Salary ☒ Hourly
Date Adopted:	February 10, 2014
Previous Revision Date:	May 2021
Last Revision Date:	July 2026

POSITION DESCRIPTION

This position is responsible for accurate financial reporting and compliance with District accounting procedures and general accounting standards. This role manages the monthly financial close process, maintains the accuracy and integrity of the general ledger, and prepares monthly reconciliations, timely financial statements and annual reports. This position also supports the year-end audit, completes monthly inventory cycle counts and periodic physical inventory counts, and assists with budgeting and process improvement initiatives.

MAJOR AREAS OF RESPONSIBILITY

1. **Accounting**

SPECIFIC RESPONSIBILITIES

1. **Accounting**
   a. Maintains the general ledger and the reconciliation of accounts to subsidiary records.
   b. Reviews accounts payable invoices for proper account coding and sales tax compliance.
   c. Responsible for preparing monthly journal entries and monthly bank reconciliations.

d. Manages cash to ensure adequate balances are maintained in all District revenue and operating accounts while maximizing interest yields.
e. Maintains the District's Accounting Procedures Manual, making recommendations for continuous improvements.
f. Responsible for coordinating and overseeing the monthly inventory cycle counts, periodic physical inventory process and resolving discrepancies.
g. Responsible for coordinating the month-end close process and preparing the monthly financial statements and other board reports.
h. Assists with the annual financial audit and coordinates the completion of audit schedules.

JOB REQUIREMENTS

1. Ability to communicate effectively both orally and in writing with all District employees, visitors, and customers.
2. Establish and maintain effective working relationships with employees and the public.
3. Must be skilled in using Microsoft Excel, Word, Outlook, PowerPoint, and District software.
4. Proficiency in operating a computer and standard office equipment, including calculators, copiers, and other office machines.
5. Ability to read, write, speak and understand English.
6. Demonstrates reliability, dependability and ability to maintain confidentiality.
7. Demonstrates a proactive mindset, excellent organizational and time management skills and the ability to logically prioritize work and manage multiple projects and deadlines.
8. Ability to learn and become familiar with electric utility terms and definitions.
9. Ability to manage frequent interruptions while maintaining accuracy and productivity.
10. Ability to remain calm, professional and logical when handling stressful situations.
11. Maintain a valid Nebraska driver's license and the dexterity to operate a motor vehicle.
12. Demonstrates regular and reliable attendance and punctuality.

EDUCATION AND QUALIFICATIONS

1. Bachelor's degree in Accounting, Finance, or Business Administration is required.
2. Minimum of five years of progressive accounting experience.
3. Strong knowledge of general accounting principles including GAAP and GASB. Experience in a public utility or related industry preferred.
4. Strong Microsoft Excel skills, including the ability to create and use formulas, functions and spreadsheets for data analysis and reporting.
5. Experience with month-end close processes, general ledger maintenance, inventory accounting, and financial statement preparation.

6. High level of accuracy and attention to detail with the ability to identify and resolve discrepancies.
7. Strong analytical and problem-solving skills with the ability to interpret financial data and make sound business decisions.
8. Self-motivated with the initiative to work independently, prioritize multiple responsibilities, and meet deadlines with minimal supervision.

PHYSICAL DEMANDS

1. Must be able to remain in a stationary position 75% of the time.
2. Must be able to frequently move inside the office to access file cabinets, office machinery, etc.
3. Constantly positions self to operate office equipment and access files.
4. Frequently moves equipment and files weighing up to 15 pounds across office.
5. Constantly operates computer and other office productivity equipment such as calculator, copy machine, and printer.

WORK ENVIRONMENT

Working conditions consist of an office environment.

DISCLAIMER

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.