**Harrison County Utility Authority**

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JOB DESCRIPTION

**Job Title:** Accounting Assistant II

**Pay:** Non-exempt Status. Salary will be determined based on applicable experience.

**Work Hours:** Monday – Friday, 8am to 5pm and/or as needed/directed

**Work Duties**

This position will assist the Financial Officer in the daily operations of the Harrison County Utility Authority. This will include completing journal entries, assisting with maintaining general ledgers, processing daily bank deposits, and preparing monthly financial reports. Other duties that this position will be responsible for include: process billing/collections and serving as immediate backup for Financial Officer and Accounts Payable. The position will perform additional tasks as assigned by the Financial Officer or Executive Director.

**Required Qualifications:**

1. Four (4) year degree in Accounting or Finance, from an accredited program.
2. One (1) or more years of accounting or finance experience.
3. Strong computer skills and experience working with Microsoft Office programs.
4. Ability to multi-task and maintain good quality of work in a fast-paced environment.
5. Possess good communications and customer service skills.
6. Display a superior level of quality and accuracy in document collection, record keeping, tracking, and reporting,

**Desired Qualifications:**

1. Experience with performing journal entries and bank statement reconciliations.
2. Utility billing experience is preferred.
3. Audit preparation experience is preferred.
4. Advanced accounting software experience is preferred.

**How to Apply:**

Visit the HCUA website [www.hcua-ms.us](http://www.hcua-ms.us) for information.