

**Accountant**

Mt. Carmel Public Utility Co. (MTCPU) is seeking candidates for the position of Accountant. Working closely with the CFO, this position is a professional role performing a wide variety of accounting and auditing-related tasks. In addition, the Accountant will process weekly and bi-weekly payrolls. This position is a challenging, multi-faceted opportunity to work for a company that recognizes and rewards hard work.

Specific responsibilities include:

1. Maintain employee records including direct deposits, benefits withholding, payroll deductions, garnishments and levies, paid leave and sick time reporting.
2. Maintain the Fixed Asset and associated depreciation schedules.
3. Code invoices for accounts payable in accordance with ICC Uniform System of Accounts
4. Reconcile bank accounts.
5. Perform general ledger duties related to month end close, journal entries, and financial reports.
6. Prepare quarterly and annual reports for various governing agencies such as Illinois Commerce Commission, Federal Energy Regulatory Commission and Illinois Department of Revenue.
7. Participate in system improvement projects for accounts payable, purchasing, fleet management, etc. as needed.

Qualified candidates will have a BS in accounting or a BS in Business with an emphasis in Accounting. Previous accounting and/or payroll experience is preferred. Candidates must be proficient in working with Excel spreadsheets and Microsoft Word. Qualified candidates must possess and demonstrate strong critical thinking and communication skills as well as superior work habits.

MTCPU offers a competitive salary and a complete benefits package including health, dental, and vision coverage, as well as vacation and sick time off, and a 401k retirement plan.

Interested candidates should send a cover letter and resume to: careers@mtcpu.com.