

Job Title: Accounting Coordinator

Department: Finance

Reports To: Financial Controller

Location: Hibbing, MN

FLSA Status: Exempt

Job Type: Full-Time

Drug & Alcohol Policy Classification: Non-mandate

Salary Range: \$48,000-\$65,000 per year, depending on experience and qualifications.

Position Summary:

The Accounting Coordinator is responsible for processing, reconciling, and paying utility-related invoices accurately and on time. This role ensures proper allocation of utility expenses, resolves billing discrepancies, and supports compliance with internal controls and accounting policies.

Key Responsibilities:

- Monitors vendor terms and due dates and determines invoice payment dates
- Performs accounts payable invoice entry and issues vendor checks
- Processes vendor payments via wire transfer and ACH
- Maintains all vendor records in accounting software and maintains Accounts Payable files
- Requests information from vendors and maintains vendor W9 files;
- Prepares, verifies and processes 1099's and sends them to the vendors
- Reviews travel reimbursement forms for compliance with HPU policies
- Maintains HPU credit card holder records and verifies and reconciles HPU credit card statements
- Manages Unclaimed Property process and reports to State of Minnesota
- Prepares accounts payable worksheets for external annual audit
- Monitors HPU bank account balances daily
- Processes bank funds transfers as needed between bank accounts
- Updates daily cash, NSF and direct pay files to General Ledger
- Created systems to ensure no cash overdrafts in bank accounts
- Prepares and posts journal entries for funds transfers, bank reconciliation, automatic payments and customer payment adjustments, etc.
- Maintains cash flow spreadsheet
- Prepares and performs monthly bank reconciliation process
- Reconciles accounting modules to general ledger, resolves discrepancies and suggests changes to cash receipting procedures (Utility Billing, AEOA, Meter Deposits, Accounts Receivable Cash Clearing and Merchandise Billing, Utility Cash Clearing and Inventory accounts
- Develops Report writing in accounting software
- Sends W9's as requested
- Prepares cash management worksheets for external annual audit
- Understands the customer service cash receipting systems which impact cash management.
- Provides ST3 for tax exemptions
- Works with department managers & warehouse for payment approval
- Creates and processes Purchase Requisitions and Purchase Orders
- Serve as backup for payroll processing, including:

- Assisting with payroll data entry and verification
- Reviewing timesheets and payroll reports for accuracy
- Supporting payroll processing timelines and compliance requirements
- Assisting with payroll-related inquiries and corrections as needed

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Other duties may be assigned.

Minimum Qualifications:

- Bachelor's degree in Accounting, Finance, or related field
- 3+ years accounts payable experience
- Strong attention to detail and accuracy
- Proficiency with accounting and payroll systems and Microsoft Excel
- Ability to handle confidential information with discretion
- Strong communication, organizational, and problem-solving skills

Preferred Qualifications:

- Experience in the utility sector (electric, water, gas, wastewater).
- CPA Certificate

Working Conditions:

- Office setting with standard business hours; may include occasional extended hours during payroll periods or audits.
- May require working with multiple departments and external vendors.
- Physical Requirements:
 - Sitting 80%, Standing 10%, Walking 10%, Lifting up to 25 lbs

Benefits:

- Competitive salary
- Retirement through Public Employee Retirement Association (PERA)
- 457(b) with Employer match
- Comprehensive medical, dental, and vision insurance
- Life insurance
- Employee assistance program (EAP)
- Generous paid time off (vacation and sick leave)
- Paid holidays

To Apply:

Send resume and cover letter to applicants@hpuc.com