Job Opening: Accounting Supervisor
Company: Cuming County Power District
500 S. Main St.
Box 256
West Point, NE 68788

Job Description: Cuming County Public Power District is accepting applications for the position of Accounting Supervisor. This position will provide effective accounting operations and assure adherence to approved accounting procedures. They will assist in keeping a complete and systematic set of records of business transactions.

Key Accountabilities & Duties: Will serve Cuming County Public Power District in a manner that advances the Operation of the District and promotes the strategic decisions of the Board of Directors as communicated by Management. Some objectives for this position and the responsibilities to be fulfilled:

- **A.** Complete payroll bimonthly (including the following: initiate funds, submit Federal and FICA taxes, submit all employee and employer deductions each pay period in a timely manner as well as supporting documentation).
- **B.** Enter and balance the Prepaid Insurance account 165.10.
- **C.** Enter and balance the Accounts Receivable - Other account 143.00.
- **D.** Balance the 143.1/125.0 Cafeteria Plan account and balance to the Bank Statement.
- **E.** Monthly submit NE State Withholding, IRS Quarterly 941.
- **F.** Complete payroll quarterly for the Board of Directors - this includes the monthly Director Expenses
- **G.** Complete Quarterly Payroll History reporting for comparison to prior years.
- **H.** Submit CCPPD ER contribution to the HSA accounts quarterly.
- **I.** File and submit payroll taxes monthly, contributions, and sales taxes before due dates.
- **J.** Complete NPPD report each month after billing is completed.
- **K.** Maintain the Records Retention and Document Vault monthly.

L. Enter the monthly Operation Round up amount into the checkbook.

M. Balance Monthly ALR/GRT reports for the Village of Bancroft, Beemer and Dodge. ALR for each village is paid quarterly. GRT is paid yearly along with In Lieu taxes.

N. Balance and submit NE Sales & Use Tax before the due date.

O. Complete and file 1099 Forms, per IRS requirements.

P. Complete auditing spreadsheets, currently: Purchases to Electric Plant, Changes in Plant, Analysis of Plant Accounts and Auditor confirms for investments.

Qualifications – Shall have Associates Degree in Accounting or related field. Bachelor's degree and three years of experience in accounting field preferred. Must possess knowledge of generally accepted accounting principles and procedures. Must possess ability to effectively multi-task; communicate with staff and directors and meet specific deadlines. Shall have and maintain a valid Nebraska Driver's license. This position is non-exempt as defined by the Fair Labor Standards Act as amended.

APPLICATIONS – Interested applicants shall submit an application (available on www.ccppd.com) and resume to Sheena Kampschneider (skampschneider@ccppd.com) or mail to P.O. Box 256 West Point, NE 68788. The initial screening of applications will begin on September 15, 2022, however, applications will be accepted until the position is filled.

Cuming County Public Power District is an electric distribution utility serving 3990+ meters in Cuming and portions of six other counties in northeast Nebraska. The district offers a competitive salary and benefit package including paid time off, 401(k) plan with a company match, defined pension plan, medical and dental insurance. The office is located in West Point, NE located 65 minutes northwest of Omaha and 65 minutes southwest of Sioux City, IA. The applicant shall have residency within the service area boundaries.

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