



JOB DESCRIPTION

Position: **Staff Accountant / Gas Supply Scheduler** Labor Grade: _____

Department: **Administration** O/T Status: _____

Supervises: **None**

Reports to: **CFO and VP of Administration** Approved by / Date: _____

JOB SUMMARY:

The Staff Accountant / Gas Supply Scheduler reports directly to the CFO & VP of Administration, with additional oversight from the Manager of Gas Supply. This position is assigned to the Administrative Building in Smithville, Tennessee. Some overtime may be required for gas nominations, monthly closings, or audit related issues.

JOB DUTIES (including, but not limited to):

1. Assist in coordinating the receipt and delivery of gas between suppliers, producers, marketers, pipelines, and customers to ensure that volumes and imbalances are accurately tracked and managed.
2. Assist with scheduling the accurate nominations of natural gas receipts and deliveries to our various pipeline receipts and delivery locations to meet the needs of the district.
3. Monitoring pipeline bulletin boards for both scheduled and unscheduled pipeline maintenance and curtailments to avoid cuts to supply on firm transportation contracts.
4. Assist in ensuring that all natural gas purchases and contracts are fully documented and recorded accurately, including applicable discounts, current commitments, and pipeline fuel and rates.
5. Assist in preparing gas supply related reports on pricing, imbalances, and natural gas usage for various accounting and gas supply functions.
6. Calculate the District's Deferred Gas Cost and Unbilled Revenue.
7. Assist in preparing the District's monthly financial statements.
8. Assist in preparing the District's annual budget.
9. Prepare Project Hometown Help Reports detailing monthly contributions and distributions.
10. Prepare monthly Bad Debt Gas & Merchandise journal entries.
11. Post gas adjustments on CMB accounts for industrial customers as requested by Engineering.



12. Assist Accounting Department in a backup role for the Accounts Payable, Bank Draft, & Merchandise Batch checking processes.
13. All other duties as assigned.

INTERACTION AND LEVEL OF INDEPENDENCE:

Extensive interaction with pipeline technicians, gas dispatchers, gas marketers, engineering department, area superintendents and accounting personnel. Occasional contact with others in the organization at all levels. Must be able to schedule, prioritize and organize work items and complete the work with minimum supervision.

REQUIRED JOB SKILLS:

Must read and write legibly.
Must maintain a Tennessee driver's license in good standing.
Must follow instructions.
Must communicate clearly via telephone, email, text, speaking in person, or speaking in front of a group
Must be able to use the current generation of computer software (current Microsoft Office and Windows).
Must follow MTNG standards and regulatory directives.

REQUIRED PHYSICAL CONDITIONS:

Must be able to lift up to 30 lbs.
Must be able to use all office machines such as computer, calculator, printer, copier, telephone, etc.
Must be able to travel throughout the District and occasionally on multi-day air travel trips.
Must be able to speak and hear clearly.
Must be able to drive vehicles.

EDUCATION REQUIREMENTS:

High School Diploma
Preferably a B.S. Degree in Accounting/Finance/Business Management

MEASUREMENT CRITERIA:

Subject to random drug test.
Subject to alcohol testing, post accident or for cause.
MTNG Standard Practice Manual.
Must successfully pass a Microsoft Excel test to demonstrate ability to use the software.
Performance appraisals.
Job inspection by: CFO & VP Of Administration, Manager of Gas Supply.