



## Rural Propane Services

<b>Position Title:</b> Accountant	<b>Direct Supervisor:</b> Chief Financial Officer
<b>Date Adopted:</b> October 2025	<b>Date Revised:</b>
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**SUMMARY:** Under the direction of the Chief Financial Officer, will share responsibility for the maintenance of customer accounts, billing, accounts receivable, and files, as well as data entry for accounts payable and general ledger. Responsible for developing miscellaneous reports, tax reports, budgets, and financial statements.

### **DUTIES AND RESPONSIBILITIES:**

1. Oversee the daily operations of the accounting department including:
  - a. Month and year-end process
  - b. Accounts payable and accounts receivable
  - c. Cash receipts
  - d. General Ledger
  - e. Cash forecasting
  - f. Revenue and expenditure variance analysis
  - g. Fuel inventory
  - h. Fixed asset and capital activity
  - i. Debt activity
2. Prepares, reviews, and analyzes monthly financial statements, tax returns, miscellaneous reports and correspondence to be presented to the CFO.
3. Prepare the annual operating budget under direction of the CFO.
4. Coordinate and complete annual audits.
5. Maintain the accurate and timely processing of general ledger reconciliation and journal entries.
6. Reviews policies, rules, procedures and regulations essential to efficient operation of the office and makes recommendations to the CFO if changes are essential.
7. Cross-trained on Accounting Clerk's duties, including, but not limited to: balancing cash register, posting customer payments, mailing customer statements, accounts payable, and tank & appliance tracking. Backs up these duties as needed.
8. Performs other duties as may be assigned by the supervisor.

**SUPERVISORY RESPONSIBILITIES:** This position has no supervisory responsibilities.

**SUPERVISION RECEIVED:** The job is somewhat structured and subject to cyclic variations. Some assignments are covered by well-established methods, procedures, and precedents, but



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the employee is responsible for choosing the appropriate procedure or precedent from a number of alternatives, for planning and executing the work sequences, and for solving most problems of recurring nature. Some assignments are broadly stated in terms of objectives to be met and the employee is responsible for planning and organizing the details of the work, deciding upon the methods to use to produce the desired result, making proper interpretations, and using judgment to solve unusual problems. The immediate supervisor normally becomes involved in the details of the work while it is in progress only to resolve problems. Work is reviewed as needed.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **EDUCATION and/or EXPERIENCE:** Four years experience in computerized general ledger accounting required. Experience with propane/fuel preferred.  
  
Associates degree in Accounting or other related field required. Will consider an equivalent combination of relevant education and experience. Must be willing to continue professional training after employment.
2. **TECHNICAL SKILLS:** Ability to use personal computers and associated peripheral devices, including printers and network related processes. Ability to use related software packages including word processing, spreadsheets and communication packages. Familiarity with Microsoft Office applications is preferred. Filing and office organization will be required.
3. **LANGUAGE SKILLS:** Ability to read and interpret technical information and documents. Ability to write concise reports and unambiguous correspondence. Ability to speak effectively before groups of customers, employees and business contacts. Must be comfortable working with agitated or distressed customers both in person and on the telephone.
4. **MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to understand and calculate manually all formulas used by the billing software and in use by the industry in general.
5. **REASONING ABILITY:** Ability to apply common-sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to solve problems involving a few concrete concepts and ideas.
6. **PRIVACY AND CONFIDENTIALITY:** Must be able to listen to consumer grievances and concerns treating information imparted as private and confidential.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.



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1. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, business machines or controls; and talk or hear.
3. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. There are no risks beyond those associated with normal office activities and no special precautions of any kind are required. The noise level in the work environment is usually quiet. Due to the nature of the business, odors can get into the work environment.

**ACKNOWLEDGEMENT:** Signatures below confirm that the employee, supervisor and General Manager have discussed the duties of the position and that a clear understanding of the duties exists for the employee.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Financial Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Manager

\_\_\_\_\_  
Date