



## Junior Accountant

### Who We Are

Do you want to join a team that values Service, Collaboration and Excellence?

Do you want to work with an organization that is lean, green and customer focused?

If yes, then you should check us out!

The Long Island Power Authority's ("LIPA's") purpose is to serve our customers and community by providing clean, reliable, and affordable energy to Long Island and the Rockaways. As a not-for-profit utility, LIPA is a value driven organization that puts our customers first in all our actions.

We are a team of motivated, engaged and exceptionally talented self-starters, willing to roll up our sleeves and do what is necessary to get the job done. If you are interested in joining this dynamic team and have a passion to learn, develop and want your experience to make an immediate impact, please apply.

### What We Offer

We offer an environment of continuous development and growth. LIPA offers a thriving company culture, exceptional colleagues, and great benefits. Our benefit package includes:

- ❖ Medical insurance
- ❖ Dental and vision insurance at no cost to employee
- ❖ Paid holidays and generous leave time
- ❖ Professional development opportunities
- ❖ Educational assistance opportunities
- ❖ Multiple retirement plan options with company contribution
- ❖ Short-term and long-term disability coverage
- ❖ Flexible spending account
- ❖ Life Insurance
- ❖ 529 College Savings Program
- ❖ \$300 Wellness Reimbursement

### What We Want

- ❖ Accounting degree with an understanding of basic accounting principles
- ❖ Intermediate knowledge of Microsoft Excel
- ❖ Ability to meet firm deadlines, proactively prioritize needs and effectively manage priorities
- ❖ Detail-oriented, thorough, and organized
- ❖ Effective written, verbal, and interpersonal communication skills to handle vendor and employee relationships
- ❖ Ability to work independently with minimal supervision
- ❖ Experience with ERP systems (Microsoft Dynamics a plus)

#### LIPA's Corporate Values

**Service:** In all our actions, we serve our customers, community and the environment.

**Collaboration:** We leverage the abilities of our colleagues and stakeholders to benefit our customers.

**Excellence:** We build on our successes, celebrate our wins, and learn from our mistakes.

## What You'll Do At LIPA

The Junior Accountant is responsible for fulfilling LIPA's purpose of enabling clean, reliable, and affordable electric service for our customers by receiving, reviewing, and processing invoices and employee expenses, and ensuring rates and contracts are in place for each vendor. This position will also be responsible for ensuring that expenses are accurately coded and allocated, maintaining accurate records in the accounting system, processing and paying vendors in a timely manner in accordance with LIPA's prompt payment policy, responding to inquiries from vendors or employees, and researching and resolving concerns or discrepancies. General accounting responsibilities will include general ledger reconciliation and accruals for unpaid invoices.

The Junior Accountant is also responsible for:

- ❖ Receiving, reviewing, and inputting invoices received into the ERP system in a timely manner.
- ❖ Ensuring invoices are appropriately coded to a contract or purchase order (PO) to ensure accurate billing, as well as ensuring funds are within the contract and/or PO limits and available to pay invoices.
- ❖ Ensuring the vendor has billed the proper amounts by recalculating invoices, which includes verifying the proper rates were charged in accordance with the approved contract.
- ❖ Ensuring all invoices are submitted to automated workflow to the appropriate approval distribution and overseeing the process to ensure invoices are approved for payment timely in accordance with LIPA's prompt payment policy.
- ❖ Assisting in determining payment schedule and preparing the payment proposal including the check run process.
- ❖ Ensuring employee travel and expense reimbursement reports are in accordance with LIPA's handbook and applicable policies and are supported with appropriate documentation and supervisory approvals.
- ❖ Determining if any invoices were paid past the timeframe in LIPA's policy and properly addressing the need to pay vendor interest charges in accordance with the NYS prompt payment policy.
- ❖ Assisting in the monthly close process for accounts payable by ensuring accuracy of accounts payable reports and determining the necessary vendor expense accruals for invoices not received or posted.
- ❖ Preparing journal entries and general ledger reconciliation reports as deemed necessary.
- ❖ Preparing any ad hoc reporting deemed necessary to address any business needs that may arise.

LIPA is an equal opportunity employer.

Applying: Interested parties should submit their cover letter and resume to Barbara Ann Dillon, Director of Human Resources and Administration, at [accountingjob@lipower.org](mailto:accountingjob@lipower.org)

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