



ACCOUNTING CLERK JOB POSTING

ACCOUNTING CLERK – Lewisburg Electric System is now taking applications for a full-time Accounting Clerk.

SCOPE OF THE POSITION: The Accounting Clerk supports the Consumer Accounting Department, General Accountant and Payroll Clerk as well as the Accounting Manager with financial, clerical, and administrative tasks required for daily, weekly, monthly and annual reporting, in an efficient, effective and timely manner.

JOB RESPONSIBILITIES:

- Assist the Accounting department in the efficient financial operation of the business
- Assist the Consumer Accounting group in the daily operations of customer service including receiving, recording and reconciling daily bill payments from customers
- Process accounts payable transactions accurately.
- Monthly bank reconciliation
- Post journal entries associated with transactions made through Consumer Accounting and ensure Consumer Accounting records balance with the General Ledger
- Assist the Accounting Manager in the preparation of monthly and annual reports
- Assist the Payroll and Work Order Clerk with daily cash sheet posting from consumer accounting transactions as well as the posting of daily time sheets
- Prepare monthly submission of TVA Energy Right Program/Heat Pump Loans
- File monthly Sales Tax Report with the State of Tennessee
- Maintain accurate records and ensure compliance with company policies.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Accounting
- Minimum of two years' experience in accounting or finance
- Excellent attention to detail
- Multi-tasking, problem solving, organizational, and time management skills
- Ability to interact with customers/employees
- Positive attitude, productive, professional and courteous
- Strong written/verbal communication and active-listening skills
- Ability to accomplish assigned tasks in a timely and efficient manner
- Intermediate or advanced computer skills, including Word, Excel, Email and Internet

LES is an Equal Opportunity Employer and offers an exceptional compensation and benefits package. Pay will be based on experience. Applications are available at the LES office, 599 W. Ellington Parkway, Lewisburg, TN 37091. Applications and resumes may be sent to: LES, PO Box 2727, Lewisburg, TN 37091. Deadline to submit application: May 16, 2025