



**KOSRAE UTILITIES AUTHORITY  
P.O.BOX KUA  
TOFOL, KOSRAE FM 96944**

**ANNOUNCEMENT NUMBER: KUA – 2012-#001**

**OPENING DATE: 02-08-2012**

**CLOSING DATE: Until filled**

**Position: Comptroller**

**Location: Kosrae Utilities Authority**

**Salary: Depending on Qualifications & Educational Background**

**General Information:**

**This position reports directly to the Assistant Manager and General Manager. The Comptroller will develop and maintain the Authority's Accounts; accounting procedures, billing procedures and records, collection of revenues, analysis of costs and preparations of financial reports, all in accordance with GAAP's (Generally Accepted Accounting Principles for Utility Authorities).**

**Duties/Responsibilities:**

**Directly or thru delegations to subordinates, plans, organizes staff, direct and coordinate all accounting activities of the Authority including establishing accounting policies and practices, and the conduct of work in a manner consistent with policies.**

**Provides for billing of customers for electric services, the proper maintenance of accounts receivable and collection of all revenues due to the Authority.**

**Provides for audit and payment of vendor's and contractor's invoices for materials services rendered to the Authority.**

**Establishes and directs procedures for maintenance of timekeeping records for Authority employees; the preparations of payrolls and the distribution of paychecks, and the application of the Authority's policies with regard to expense accounts.**

**Establishes and apply proper and timely accounting procedures for materials and supplies used and for charges and credits to work orders.**

**Monitors all financial interests of the Authority and recommends to Management investments and sales bonds.**

**Establishes and maintains a set of books for the Authority consisting of the Authority's general ledger, subsidiary ledgers; prepare financials statements and reports; interpret results of such financial reports to the AGM, GM and the Board.**

**Coordinates all budgetary processes for the Authority for review of the AGM & GM, defends that budget with the management where appropriates, reports expenditures of the Authority according to an approved budget, calls special attentions to surplus or deficit periodically.**

**Coordinates with firms of independent public auditors retained by the Board to conduct periodic audits.**

**Establish systems ensuring proper control and proper documentations of expenses of the Authority; ensure audit trails against the Authority's account and financial system.**  
**Ensures highest security for computer information, not limited to payroll, financial reports, etc., making it a requirement to store backup copies (offsite)**  
**Ensures a systematic control and accountability of assets.**

**Qualification Requirements:**

**A highly thorough knowledge of accounting and auditing principles, practice and procedures related to the electrical utility industry;**

**Outstanding ability to develop sound, practical and modern utility accounting procedures and to plan and organize the accounting activities in such a manner.**

**Strong ability to induce effective performance by the Authority's accounting employees and to maintain their work morale, training and development at a high level.**

**Strong ability to prepare clean and comprehensive financial and budgetary reports in accordance with GAAP's.**

**Strong command of mathematics and calculations.**

**Must have strong experiences at supervisory levels; plus high level of education with a four year degree in accounting or business from an accredited college, strong command of written and spoken English, neat and highly presentable and of excellent manners.**

**HOW TO APPLY:**

**Application forms can be obtained from the Kosrae Utilities Authority Office during the normal working hours from 08:00 a.m. to 04:30 p.m.**

**Please call KUA @ 370-3344 / 3799 should there be any questions or visit KUA for any information or email [kuacsm@mail.fm](mailto:kuacsm@mail.fm) or [kuasadmin@mail.fm](mailto:kuasadmin@mail.fm)**