



CANTON MUNICIPAL UTILITIES

"Where Utilities Power Possibilities"

NOTICE OF POSITION VACANCY

ACCOUNTING ASSISTANT

POSITION TITLE:	Accounting Assistant
RECRUITMENT DATES:	August 3 – 17, 2026
SALARY:	Depending On Experience
JOB TYPE:	Full-Time
LOCATION:	Canton Municipal Utilities (CMU)

The Accounting Assistant will keep financial records, prepare reports, and update financial information. The Accounting Assistant must be familiar with accounting procedures and should have experience with accounting software programs. The ideal candidate will be able to process business transactions, handle accounts payable and receivable, and other financial matters. Proven accounting experience required. The Accounting Assistant applies basic accounting theory and fiscal transactions to ensure company practices are in accordance with general and government accounting practices and principles, and with company policy and procedure. The Accounting Assistant is typically document-oriented. This is an entry-level finance professional position.

THE ESSENTIAL DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

Examples of essential duties include:

- Prepare reports required by law
- Assist in maintaining fixed assets and work orders
- Ensure compliance with GAAP and applicable federal, state, and local regulatory laws and rules for financial reporting
- Assist in production of all monthly, quarterly, and fiscal reporting activities for the organization including: revenue/expense reports, balance sheets, and financial statements
- Maintain monthly stat reports
- Prepare and post month-end closing entries
- Assist in preparing reports for Management
- Assemble sales tax information and remit payment
- Assist with year-end audits



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- Prepare sundry billing
- Produce routine financial reports using established formats and precedents
- Responsible for maintaining specialized accounting record systems including resolving errors, balancing accounts and records
- May monitor and give information about a variety of fiscal areas and may analyze transactions to determine if complex accounting entries are accurate.
- Accountable for reviewing and processing complicated or contested transactions (e.g. accounts receivable/payable, travel expenses, etc.).
- Assist Accounts Payable in the production of the board docket
- Provide clerical and administrative support
- This position reports directly to the Finance Manager
- Other duties as assigned by the Finance Manager and General Manager
- Maintains confidentiality

Physical and Mental Requirements:

- Good eye-hand coordination, ability to bend
- Sit for long periods of time

Working Conditions

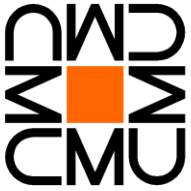
- Business casual office environment (no shorts, t-shirts with lettering or designs, sweat suits, halter tops/dresses or strapless tops/dresses)
- Most work is done inside in an office environment.

Equipment Used:

- Computer, typewriter, copy machine, fax machine, calculator, and Postage machine.

Education, Training & Experience:

- A degree in business, accounting or finance from an accredited university desired, or 5 years work experience in accounting/bookkeeping field
- Ability to prioritize and multi-task in a fast-paced environment
- Ability to handle confidential information in a discreet, professional manner
- Eye for detail and accuracy is imperative
- Knowledge of basic bookkeeping and accounting
- Knowledge of government accounting a plus
- Ability to meet deadlines
- Dependable and trustworthy. Good judgment regarding financial matters



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- Excellent oral and written communication skills
- Excellent organizational and analytical skills
- Ability to be an effective team member and display initiative
- Ability to work with minimal supervision
- Proven ability to make decisions based upon facts
- Working knowledge of accounting and office software. Intermediate level or higher knowledge of Excel and Microsoft Office Suites. Intermediate computer skills needed.

Work Habits:

- Organized, accurate, follow instructions, ability to prioritize work, demonstrate sound judgment.

How To Apply:

- **Interested applicants must submit a cover letter and resume' to:**

ATTN: Director, Human Resources - CMU

127 West Peace Street

Canton, MS 39046

Email To: hr@cmu.com

- **Resumes' must be received by 5:00 p.m. on the closing date of this announcement August 17 2026.**

CMU provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

P. O. BOX 114 127 WEST PEACE STREET

CANTON, MISSISSIPPI 39046 (601) 859-2921

www.cmu.com