

# WE ARE HIRING!

**Title:** Purchasing Agent/Plant Accountant  
**Reports to:** Director of Supply Chain and Plant Accounting  
**Compensation:** Commensurate with experience  
**Deadline to Apply:** May 9, 2025



## Position Overview:

Join a team that is dedicated to innovation, customer service, and community impact! We are committed to providing a supportive and rewarding environment where your talents and contributions are recognized and valued. If you are ready to bring your skills and passion to a forward-thinking organization that values safety, customer focus, integrity, dedication, and innovation, apply today and help us continue delivering outstanding service to our community!

TUA is seeking a motivated and detail-oriented Purchasing Agent / Plant Accountant to support procurement operations and plant accounting functions across our four utility departments. This dual-role position is ideal for someone with a foundation in accounting who is looking to expand their skills in purchasing, vendor management, and fixed asset accounting within a public utility setting.

## Key Responsibilities:

### Purchasing Support

- Assist with the creation and tracking of purchase orders.
- Communicate with vendors to request quotes and confirm delivery timelines.
- Monitor inventory levels and coordinate with shipping/receiving staff.
- Help maintain accurate purchasing records and vendor files.
- Support compliance with procurement policies and procedures.
- Prepare and issue requests for quotes (RFQs), evaluate supplier bids, and assist in the selection of suppliers.
- Track orders from purchase through delivery, ensuring timely and accurate fulfillment.

### Plant Accounting Support

- Assist in tracking and recording capital asset activity and construction work-in-progress (CWIP).
- Perform account reconciliations and help prepare monthly journal entries.
- Maintain fixed asset records and support depreciation schedules.
- Assist in compiling documentation for audits and financial reporting.
- Review and verify vendor invoices for plant-related purchases, ensuring accuracy and compliance with purchasing agreements and company policies.
- Track and reconcile expenses for materials, supplies, and services used in plant operations, ensuring proper allocation to cost centers.

### Administrative & Cross-Functional Tasks

- Provide clerical and reporting support to the Director and team.
- Participate in inventory counts and help investigate variances.
- Collaborate with Electric, Water, Wastewater, and Fiber departments on material and accounting needs.
- Perform other duties as assigned to support departmental efficiency.

---

**Title:** Purchasing Agent/Plant Accountant  
**Reports to:** Director of Supply Chain and Plant Accounting  
**Compensation:** Commensurate with experience  
**Deadline to Apply:** May 9, 2025



### **Requirements:**

- Associate degree in Accounting, Business Administration, or related field (Bachelor's preferred).
- 1–3 years of experience in accounting, purchasing, or a related support role.
- Strong attention to detail and organizational skills.
- Working knowledge of Microsoft Excel and accounting software.
- Ability to manage multiple tasks and deadlines in a team setting.
- Familiarity with public utility operations is a plus.

### **Comments:**

This job description is not intended to be all-inclusive. An employee will also perform other reasonably related business duties as assigned by the immediate supervisor and other management as required. TUA reserves the right to revise or change the job responsibilities as needed. This job description does not constitute a written or implied contract of employment.

### **FLSA STATUS :**

Non-Exempt

This is a full-time position with excellent benefits. Normal hours are 7:30 a.m. to 4:30 p.m. Monday-Friday. Possible after-hours during emergencies.

The candidate will be required to submit to a physical examination, pre-employment drug testing, and a background examination. TUA is a drug-free workplace and an equal-opportunity employer. Employee will be subject to random Drug and Alcohol Tests per company policy.

To apply, send a cover letter, resume, and three professional references to [sray@tullahomautilities.com](mailto:sray@tullahomautilities.com).

---