

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 7420
Approved by C.S.B.
January 8, 2024

UTILITY ACCOUNTANT

DEFINITION

Under general supervision, performs professional accounting and auditing duties for Alameda Municipal Power (AMP) involving the preparation, maintenance and review of payroll, project cost, and financial records and systems; analyzes financial data and records; conducts special projects, and performs other related work as required.

DISTINGUISHING FEATURES

This is the entry level in the professional utility accounting series. Work in this classification is characterized by performing routine tasks and duties and assisting other professional or management staff by performing tasks that require an understanding of the principles of accounting. Work in this classification is distinguished from that of higher classes in that incumbents receive direction from high classes or staff and are not expected to exercise independent judgement or direction of work.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Essential Duties

1. Maintains, reviews and reconciles general ledger, subsidiary accounts and statements of various AMP funds; performs accounting related research to ensure accuracy; corrects financial records as necessary thorough preparation and posting of journal entries; performs related audit work.
2. Assists in implementation, modification, and operation of various accounting systems including general ledger, accounts payables, accounts receivable, payroll, project cost accounting, capital expenditures, utility plant detail, and capitalizing and fixed assets.
3. Prepares various financial reports and statements such as but not limited to Public Utility Board list of bills, Sales Information Report, and customer count report.
4. Assists in monitoring various accounts and verifies availability of funds and accurate coding and classification of revenues and expenditures.
5. Prepares payroll tax returns, including 1099s, in an accurate and timely manner.
6. Audits timecards and payroll reports; maintains confidential personnel records.
7. Posts and audits project orders and requisitions; prepares billings for non-electric sales; audits inventory records; classifies and verifies charges reported on invoices, purchase orders and other documents.
8. Maintains sales records of energy billings and related special reports; audits various project costs and prepares adjustments as needed.
9. Performs reconciliation of accounts payable, daily cash, refunds, and AMP's bank accounts and adjusts as necessary.
10. Maintains insurance claims and compensation insurance reports and records; maintains accounts receivable; process billing work orders and payments,
11. Participates in fiscal year close and open processes; may assume lead role in aspects of the fiscal year close and open processes.
12. Build and maintain effective working relationships with co-workers, other AMP and City employees, and the public

using principles of good customer service

Other Duties

13. May assist with granting agencies and external auditors.
14. May attend conferences, trainings and seminars to receive updated information on accounting and other regulations.
15. May perform back-up duties for other accountants and staff training.
16. Participates in special projects with AMP departments.
17. Perform related duties and responsibilities as required.

WORKING CONDITIONS

- Indoor office or station environment.
- Noise level is usually moderate, ambient office sounds such as speaking, working office equipment, and software.
- Occasional exposure to wet or humid conditions; extreme cold or extreme heat.
- Occasional exposure to fumes or airborne particles, and vibration.
- Travel to AMP and City work sites, location, and meetings to conduct work.

PHYSICAL DEMANDS

- Dexterity of hands and fingers to operate objects, controls, and/or tools such as but not limited to a computer, computer keyboard, applicable computer software and programs, and standard office equipment.
- Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Frequently sitting for extended periods of time
- Reach with hands and arms; repetitive movements of hands or wrist; stoop, crouch, squat, walk; twist and bend from the waist.
- Hearing and speaking to present and exchange information, and to communicate in person and by telephone.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four year college or university with major course work in accounting or related field.

Experience: Two years of accounting experience preferably in electric utility accounting.

Knowledge

Knowledge of generally accepted accounting principles and practices, auditing, and budgeting principals, practices, and theories; modern office procedures and practices; appropriate laws, rules and regulations; the principles, practices and equipment used in accounting, financial and statistical recordkeeping and information systems.

Ability

Ability to perform both complex and routine accounting, financial statistical work with speed and accuracy; operate a variety of modern office equipment and programs including calculator, computer equipment, and applicable computer software and programs; interpret and apply established policies and governmental guidelines and regulations; prepare complex financial and statistical records and reports; interpret and analyze information; effectively schedule and coordinate work activities; deal with complex and confidential information; establish and maintain accurate records; communicate effectively; establish and maintain effective working relations with employees and the general public.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

NCW: Human Resources Department