

SENIOR UTILITY ACCOUNTANT

DEFINITION

Under general supervision of the ~~Financial Services Supervisor~~ Finance & Utility Billing Manager, perform responsible utility accounting and related work involving financial planning; revisions to general accounting procedures; coordination with various Alameda Municipal Power divisions with regard to accounting and finance work; review of detailed accounting procedures and recommendations for the improvement thereof; supervise accounting staff in daily operations of section including scheduling work flow and setting priorities; and perform related work as required.

DISTINGUISHING FEATURES

This is the advanced journey-level classification in the professional utility accounting series. Incumbents perform complex and specialized accounting, financial reporting, and audit coordination duties for Alameda Municipal Power, exercising a high degree of independent judgement and technical expertise. This class is distinguished from Utility Accountant in that incumbents lead and coordinate accounting functions, provide technical direction and training to staff, and serve as a primary liaison for audits, financial reporting, and regulatory compliance. Positions in the Senior Utility Accountant may supervise or provide lead direction to staff and independently manage complex assignments.

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. —1.— Supervises daily activities of Utility Accountants and related staff; assigns, reviews, and evaluates work; provides technical guidance and training; and serves as a resource for complex accounting and billing-related issues. Senior Account Clerks.
2. —2.— Prepares monthly financial statements and performs analysis of budget and prior period variances.
3. —3.— Prepares reports, letters and other correspondence.
4. —3.— Audits accounting information including Payroll, Accounts Payable and Accounts Receivable; coordinates audit activities, assigns and reviews audit deliverables.
5. —4.— Primary liaison with external auditors.
6. —5.— Analyzes general ledger accounts and researches nature of charges.
7. —6.— Prepares, reviews, and approves journal entries.
8. —7.— Maintains depreciation, investment and other special journals.
10. —8.— Conducts special assignments in support of the Board's goals and initiatives.
12. —9.— Audits sales information and other accounts receivable.
13. —10.— Coordinates and prepares annual financial reporting, and reviews financial statements and disclosures prepared by external auditors.
14. —11.— Prepares and submits regulatory, compliance and industry reports and surveys to federal, state, and professional organizations.
15. —12.— Develops, implements, and maintains internal controls to safeguard assets, ensure data integrity, and improve accounting processes and procedures.
10. —13.— Reviews and analyzes project cost reports to determine recommended actions for improvement of financial performance and capital work orders to monitor budget-to-actual expenditures; maintains fixed asset records, coordinates physical inventory of assets, and tracks capital budget transfers to support financial performance and reporting.

~~16. 11. — Performs general account analysis, reconciliation and review.~~

Other Duties:

~~17. Perform related duties as assigned.~~

WORKING CONDITIONS

- ~~• Work is performed primarily in an indoor office environment with occasional field work required for fixed asset verification and coordination.~~
- ~~• Ambient office sounds and noises such as speaking, working office equipment and software.~~

PHYSICAL DEMANDS

- ~~• Dexterity of hands and fingers to operate a computer keyboard.~~
- ~~• Sitting or standing for extended periods of time.~~
- ~~• Walking, bending, and reaching to access files and office equipment.~~
- ~~• Occasionally lifting and carrying materials weighing up to approximately 15 pounds.~~
- ~~• Ability to read and interpret financial data on computer screens and printed materials; communicate effectively in person and virtually; and participate in discussions and presentations~~

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 college with a degree in accounting.

Experience: Five (5) years of full-time employment involving the review and maintenance of complex accounting records, preferably related to the utility business.

Knowledge

Knowledge of the principles and practices of general, fund and governmental accounting including financial reporting and financial statement preparation; knowledge and utilization of modern data processing equipment in accounting; knowledge of and experience in general office methods and equipment; and applicable state and local laws.

Ability

Ability to effectively plan, organize and coordinate financial and accounting services and reporting activities and assigned departmental functions; assist in the development and implementation of goals, objectives, procedures and controls for accounting functions; maximize accounting, control, and reporting capabilities; interpret, apply, and explain established policies, procedures, rules, and regulations; utilize computer equipment and analyze information; coordinate interdepartmental activities; analyze administrative, legislative, financial and accounting information; establish and maintain accurate records; prepare clear, concise and accurate reports and financial statements; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees and the general public; exercise sound independent judgment within established policy and regulatory guidelines; resolve complaints and problems; and provide direction and training to staff

Other Requirements

~~Possession of a Certified Public Accountant (CPA) designation is desirable. Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.~~