

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 7420
Revised: 1-3-91
Approved by C.S.B.
February 6, 1991

UTILITY ACCOUNTANT

DEFINITION

Under general supervision, performs professional accounting and auditing work involving the preparation, maintenance and review of payroll, project cost and financial records; and performs other related work as required.

EXAMPLES OF DUTIES

1. Participates in the design, control, operation and enhancement of manual and computerized systems including general ledger, accounts payables, accounts receivable, payroll, project cost accounting, and fixed assets.
2. Prepares journal entries, posts and balances ledger accounts, and prepares financial reports.
3. Audits time cards and payroll reports; maintains confidential personnel records.
4. 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.
5. Maintains sales records of energy billings and related special reports; audits various project costs and prepares adjustments as needed; reconciles and adjusts bank accounts.
6. Maintains insurance claims and compensation insurance reports and records.

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 utility accounting.

Knowledge

Knowledge of modern office procedures and practices; appropriate laws, rules and regulations; the principles, practices and equipment used in accounting, financial and statistical recordkeeping and Lotus 123.

Ability

Ability to perform both complex and routine accounting, financial statistical work with speed and accuracy; operate a variety of modern office equipment including calculator and computer equipment; 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 as a condition of initial and continued employment.