

SENIOR UTILITY ACCOUNTANT

DEFINITION

Under general supervision of the Financial Services Supervisor, 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.

EXAMPLES OF DUTIES

1. Supervises daily activities of Utility Accountants and Senior Account Clerks.
2. Prepares reports, letters and other correspondence.
3. Audits accounting information on Payroll, Accounts Payable and Accounts Receivable.
4. Manages payroll preparation and distribution to accounts.
5. Analyzes general ledger accounts and researches nature of charges.
6. Prepares, reviews, and approves journal entries.
7. Maintains depreciation, investment and other special journals.
8. Conducts special assignments in support of the Board's goals and initiatives.
9. Audits sales information and other accounts receivable.
10. Reviews and analyzes project cost reports to determine recommended actions for improvement of financial performance.
11. Performs general account analysis, reconciliation and review.

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

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.