

## **CLASS TITLE: UTILITIES ACCOUNTING ASSISTANT**

**PURPOSE OF THE CLASSIFICATION:** Under general direction is responsible for technical, administrative and supervisory or lead work in an accounting area involving fiscal records maintenance, financial transactions and other related assigned duties.

### **ESSENTIAL TASKS:**

- Ensures timely and accurate entry and set-up of new properties and utility services in Utility Information System and ensures that all transactions are consistently and accurately documented
- Works with other groups to schedule and coordinate moving of meters between meter read routes
- Coordinates complex projects involving utility service setup changes and consolidations
- Schedules and completes complex meter exchanges in the Utility Information System and reviews completed work to ensure accurate billing
- Monitors and collects scheduled reports and logs incoming and completed work
- Coordinates and prepares payment requests for mainline extension contracts
- Reviews fringe contract reports and prepares payment requests to contractors
- Reviews daily bill print file and submits for printing, reconciling number of bills printed by contractor with daily bill print file totals
- Distributes and controls clerical inspect bills and ensures timely mailing
- Prepares or directs the preparation of schedules and reports reflecting accounting and consumption information
- Investigates and resolves revenue and consumption variances
- Analyzes consumption patterns, investigates leak reports and calculates complex billing adjustments
- Researches, identifies and corrects misapplied payments and suspense items
- Processes returned payments and coordinates services interruptions due to insufficient payments
- Drafts professional correspondence in response to inquiries from internal and external customers
- Plans and directs work of subordinate customer account representatives
- Researches and explains City policies to other employees and utility customers

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with an associate's degree in accounting or business administration supplemented by coursework in accounting and three (3) years of related experience in utilities, accounting or a related field; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of accounting principles and practices; considerable knowledge of and skill in applying rules of grammar, spelling and punctuation; considerable knowledge of modern office methods and procedures. Ability to operate computers and other office equipment; ability to plan and supervise the work of clerical personnel; ability to make mathematical calculations with speed and accuracy; ability to prepare financial reports and spreadsheets; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding. Applicant must possess skill in the use of spreadsheets and database applications.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to walking, standing, sitting, reaching, bending and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

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**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting and may be required to work occasional fluctuating hours to accommodate peak times and heavy workloads.

**Class Code: 6524**

**EEO Code: N-06**

**Pay Code: OT-18**

**Group: Fiscal**

**Series: Account Clerical**

**Effective Date: July 23, 2007**