

CLASS TITLE: UTILITIES ANALYST

PURPOSE OF THE CLASSIFICATION: Under general supervision performs advanced accounting and systems analysis to ensure comprehensive and accurate revenue billing in the City's utility services section and other related assigned duties.

ESSENTIAL TASKS:

- Initiates, plans and coordinates in depth reviews and analysis to investigate and resolve complex utility billing issues; may request/conduct additional field work
- Performs customer account analysis on bill variance review and revenue assurance cases to ensure proper billing. Prepares a weekly management status report for revenue assurance cases.
- Analyzes, develops, and maintains reports, databases and queries to ensure appropriate and accurate billing and assists employees with support of external vendor databases.
- Analyzes new systems to improve process and facilitate workflow, including writing specifications, drafting and executing test plans, and reporting results
- Creates and processes macros and adhoc programs to assist in billing system processes, large data changes, and cleanup.
- Monitors the billing system processes to ensure they are being done daily, and in a timely manner. Reconciles billing and cash receipts.
- Prepares Accounts Receivable reports and general ledger entries for bad debt in some positions.
- Prepares, maintains, and presents various reports to management
- Must report to work on a regular and timely basis

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 a bachelor's degree in accounting, business administration, finance, information systems or related field, and four (4) years of progressively responsible accounting experience; Certified Public Accountant (CPA) or master's degree in accounting, business administration, finance, information systems or related field is preferred; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the principles, practices and methods of accounting; considerable knowledge of modern office management procedures, practices and equipment as applied to accounting operations; considerable knowledge of auditing procedures and practices; and considerable knowledge of the use of database, accounting specific and/or spreadsheet software. Ability to analyze and interpret billing records and to prepare accurate and complete financial reports; ability to edit, organize and present clearly in verbal or written form findings and recommendations; 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.

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

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver's license.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and occasionally will require travel to customer locations to inspect service setup outdoors and be in close proximity to open meter pits.

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Class Code: 2578

EEO Code: N-02

Pay Code: AT-40

Group: Fiscal

Series: Financial Management

Effective date: July 23, 2018