

**UTILITY ACCOUNTING TECHNICIAN I
(GWA)**

NATURE OF WORK IN THIS CLASS:

This is routine bookkeeping work involved in the maintenance and summary of subsidiary accounts and preparation of routine financial reports according to established procedures consistent with best practices in accordance with the National Association of Regulatory Utility Commissioners (NARUC).

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Maintains subsidiary ledgers, i.e. cash, accounts receivable, accounts payable; prepares journal vouchers to effect adjustments on the general ledger or controlling account; closes and balances accounts; prepares routine fund status reports.

Under general supervision, receives, sorts, corrects and reconciles a variety of accounting documents such as invoices, payment vouchers and billings.

Posts data to appropriate accounts, reviews financial information, disburses funds, makes deposits and prepares financial reports.

Operates calculator and related office equipment.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of bookkeeping principles and practices.

Ability to make arithmetic computations with speed and accuracy.

Work is performed by applying knowledge of accounting terminology and through the use of spreadsheets, database software (JD Edwards and Customer Care & Billing (CC&B) and/or computer systems consistent with National Association of Regulatory Commissioners (NARUC).

Ability to operate calculators and similar office equipment.

Ability to work effectively with. Internal and external customers.

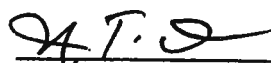
Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A) Completion of a two-semester course in bookkeeping and graduation from high school; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: October 2017



Joseph T. Duenas
Chairman, Consolidated Commission on Utilities