

## UTILITY ACCOUNTING TECHNICIAN II (GWA)

### NATURE OF WORK IN THIS CLASS:

This is moderately complex bookkeeping work in the maintenance and summary of diversified accounts and accounting records consistent with best practices in accordance with the National Association of Regulatory Utility Commissioners (NARUC). Employees in this class may be in charge of the bookkeeping operation of a small department or agency and/or may supervise a small staff of lower level technicians or clerks.

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 diversified subsidiary accounts and bookkeeping records; prepares journal vouchers to effect adjustments on the general ledgers; posts to the general ledgers; reconciles records against the general ledgers or controlling accounts; prepares financial statements and fund status reports.

Operates calculator and similar office equipment.

May supervise lower level technicians and clerks.

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 (JDE Edwards and Customer Care & Billing (CC&B) and/or computer systems consistent with National Association of Regulatory Utility Commissioners (NARUC).

Ability to supervise the work of others may be required for certain assignments..

Ability to work effectively with internal and external customers.

Ability to communicate effectively, orally and in writing.

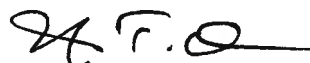
Ability to maintain records and prepare reports.

Skill in the operation of calculators and similar office equipment.

### MINIMUM EXPERIENCE AND TRAINING:

- A) One year of bookkeeping work experience, including or supplemented by 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