

UTILITY ACCOUNTING TECHNICIAN III (GWA)

NATURE OF WORK IN THIS CLASS:

This is complex bookkeeping and financial reporting work involving water and wastewater revenue and expenses and/or federal funds.

Employees in this class maintain complete sets of books and financial records and prepares specialized reports requiring the interpretation of complex reporting requirements and guidelines consistent with best practices in accordance with the National Association of Regulatory Utility Commissioners (NARUC); or have responsibility for the supervision of the maintenance of diversified sets of accounts and bookkeeping records in a central accounting office.

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 complete sets of bookkeeping records involving water and wastewater revenue and expenses and/or federal funds; prepares routine financial schedules.

Supervises the maintenance of diversified sets of accounts and bookkeeping records.

Operates calculators and similar office equipment.

May prepare budget requests for the unit, agency or program.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of bookkeeping principles and practices.

Ability to make arithmetic computations.

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 Utility Commissioners (NARUC).

Ability to interpret and apply complex utility revenue and/or federal funding requirements and guidelines, consistent with best practices in accordance with the National Association of Regulatory Utility Commissioners (NARUC) as well as other local/state and federal regulatory requirements.

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

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

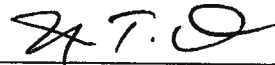
Ability to maintain records and prepare reports.

Skill in the operation of calculators and similar office equipment.

MINIMUM EXPERIENCE AND TRAINING:

- A) Two years of experience in bookkeeping work, , including or supplemented by a two-semester course in bookkeeping and graduation from high school; or
- B) One year of experience as an Accounting Technician II; or
- C) 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