

PUBLIC WORKS/UTILITIES ACCOUNTING SUPERVISOR

NATURE OF WORK

This is technical accounting and supervisory work relating to the maintenance and administration of public works and utilities accounting and fiscal activities.

Work involves responsibility for participating in and supervising all general, cost and grant accounting functions, using both manual and automated accounting systems. Supervises subordinate Account Clerks in various stages of a variety of accounting activities such as billing and collections, accounts receivable, accounts payable, payroll, inventory and fixed asset accounting. Work is performed under the general supervision of the Assistant Public Works/Utilities Business Manager with considerable independence as to operating details.

EXAMPLES OF WORK PERFORMED

Prepares monthly and annual financial and budget reports.

Supervises billing and collection activities for a variety of revenue types such as liquid waste, landfill usage fees, metered sales, permits, etc.

Participates in and supervises all general and cost accounting activities such as equipment and inventory costing, payroll distribution, work orders and project costing, fixed asset accounting and depreciation.

Reviews purchase orders, vendor payments and inter-departmentals for proper account code classification.

Supervises and maintains records for state and federal aid projects in accordance with generally accepted auditing standards; assists in coordinating efforts with state and federal agencies.

Calculates and monitors an Engineering Revolving overhead rate on an annual basis; recommends controls to maintain self-supporting Engineering Revolving accounts.

Compiles, prepares and submits various reports such as street-highway budget and expenditure reports, landfill usage reports, flow of funds and cash flow reports, etc.

Participates in the preparation, review and maintenance of street construction, vehicle tax, storm sewer, and engineering revolving accounts.

Maintains Special Assessment Fund for water, sewer, paving, ornamental lighting and grading districts, etc.

Identifies and initiates investment of excess cash balances in various public works funds based upon current cash flow needs.

Works with Certified Public Accountants on the annual audits of Public Works/Utilities accounting records; prepares supporting documentation as requested by auditors.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of GAAP (Generally Accepted Accounting Principles), fund accounting and cost accounting using a double entry accounting system.

Thorough knowledge of mainframe and personal computers.

Considerable knowledge of automated accounting systems.

Ability to establish and maintain effective working relationships with other departments, divisions, co-workers and customers with respect to accounting, billing and collection activities.

Ability to identify, develop and implement sound accounting policies and procedures to facilitate operations.

Ability to supervise and review the work of subordinate Account Clerks.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in accounting and considerable professional level, supervisory accounting experience.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in accounting and considerable professional level accounting experience; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: _____
Department Head

Personnel Director

9/95

PS1143