

CITY OF BURBANK

UTILITY ACCOUNTING ANALYST

DEFINITION

Under general supervision, to perform professional entry level utility accounting functions; prepare utility financial and budgetary reports, analysis and analytics, and footnotes; and perform related work as required.

ESSENTIAL FUNCTIONS

Prepares utility journal entries and utility financial statements; performs utility fixed asset and inventory accounting functions; assists in the preparation of the annual budget and the annual report; prepares financial and budgetary reports, analysis and analytics, work papers, and footnotes; assists utility staff with budget and spending authority questions and issues; performs analysis and analytics related to studies and planning for utility cost allocations, utility overhead rates, and utility rate making as assigned; reports on cost allocation proposals to and from utility managed funds; assists in ensuring compliance with financial contractual obligations and agreements; monitors utility receivables agings and prepares adjustments to reserves for uncollectables; ensures utility projects and work orders are closed out, billed and capitalized on a timely basis; assists in risk management, power supply accounting and analysis as assigned; assists in the preparation of reports and presentations; and performs special projects and other utility accounting and financial functions as assigned.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – basic principles, techniques and practices of accounting; analytic techniques.
- Skill in - computer based spreadsheet and word processing software.
- Ability to - communicate effectively both orally and in writing with strong reasoning, analytical, and interpersonal skills; prepare written reports and presentations; establish and maintain effective working relationships with supervisors, fellow employees, employees of other agencies, auditors, and the public.

Education/Training: Completion of 105 semester units (or equivalent quarter units) from an accredited college or university with major course work in accounting, business administration, finance or closely related subject.

SUPPLEMENTAL INFORMATION

A valid California Class “C” driver’s license or equivalent may be required at time of appointment.

Desirable Qualifications: A Bachelor’s or advanced degree in Accounting, Business Administration, Finance, or a closely related field from an accredited college or university.