

**POSITION TITLE: ACCOUNTANT**  
**DEPARTMENT: PUBLIC UTILITIES**  
**DIVISION: UTILITY BUSINESS OFFICE**

**CITY OF  
 BOWLING GREEN**

**REPORTING RELATIONSHIPS**

Utilities Business Office Supervisor

**POSITION REPORTS TO**

**DIRECT REPORTS BY TITLE:**

None

**DIRECT:** 0

**INDIRECT:** 0

**POSITION FUNCTION**

This position is responsible for creating, compiling, organizing and reporting financial data for the Public Utilities Department.

**JOB RESPONSIBILITIES**

- Invoices contract work and reconciles receipts and accounts receivable, collects past due invoices
- Reconciles sales cash receipts and consumer accounts receivable
- Analyzes investment accounts and reconciles bank statements
- Prepares and posts journal entries, prepares financial statements, and performs year end close
- Maintains fixed assets and depreciation program
- Analyzes capital outlay, notes, long term debt and interest income, interest expense and capitalized interest
- Compiles operating statistical reports
- Prepares schedules and accrual journal entries for auditor for year-end audit
- Analyzes and reconciles vehicle use and maintenance, employee reimbursements, and natural gas & gasoline rotaries
- Assists in preparation of utility budget, detail expense, exhibits, and revenue projections
- Performs other related duties as assigned.

**PHYSICAL REQUIREMENTS**

Job requires incumbent to sit, talk/hear and use hands to finger, handle or feel. Must be able to focus clearly at 20 inches or less.

| <b>REQUIRED SKILL SETS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <p><b><i>Occupational/Technical Skills</i></b></p> <p>Ability to use spreadsheet, database, word processing and selected job-specific software</p> <p><b><i>Administrative Skills</i></b></p> <p>Ability to analyze and resolve situations and problems</p> <p>Ability to organize work, set priorities and meet critical deadlines with a minimum of direction</p> <p>Ability to use techniques of effective time management</p> <p>Ability to handle multiple priorities and projects</p> <p>Ability to process paperwork effectively</p> <p>Ability to keep clear and accurate records and reports</p> <p>Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information</p> <p>Knowledge of filing methods and records management techniques</p> <p>Knowledge of modern office equipment</p> <p><b><i>Cognitive Skills</i></b></p> <p>Ability to deal with a variety of concrete variables in situations where significant standardization exists</p> <p>Ability to identify problems, recognizing symptoms, causes and alternative solutions</p> <p>Ability to make timely, sound decisions</p> <p>Ability to interpret a variety of instructions in written, oral, diagram or schedule form</p> <p>Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals</p> <p>Ability to perform standard business arithmetic, including percentages and decimals</p> <p>Ability to draw accurate conclusions from financial and numerical material</p> | <p>Ability to research, compile and summarize a variety of informational and statistical data and materials</p> <p>Knowledge of basic budgetary principles and practices</p> <p>Ability to develop original, unusual, successful approaches</p> <p>Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities</p> <p><b><i>Communications Skills</i></b></p> <p>Ability to let people know of decisions, changes, and other relevant information in a timely fashion</p> <p>Ability to speak effectively one-to-one</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p>Ability to use appropriate style, format, and tone in informal and formal business communications</p> <p>Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary</p> <p>Ability to prepare clear and concise reports, correspondence and other written materials</p> <p>Ability to prepare analyses, policies and/or budgets</p> <p><b><i>Interpersonal Skills</i></b></p> <p>Ability to use tact and discretion</p> <p>Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors</p> <p>Ability to deal courteously and diplomatically with the general public</p> <p>Ability to maintain issue confidentiality</p> <p>Ability to arrive at constructive solutions while maintaining positive working relationships</p> |

| <b>DESCRIPTION OF WORKING CONDITIONS</b>                                                           |
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| <p>Work is typically performed in an office setting and is subject to pressure from deadlines.</p> |

| <b>EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS</b>                                                                                                                                                                                                  |
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| <p>Two-year college certificate or equivalent; three to five years of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.</p> |

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.