

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant

Work Phone:

2. Class Title (i.e. payroll title):

Accountant XX

3. Working Title (if any):

Accounting Coordinator

4. Name & Class of First-Line Supervisor:

Michael Krentz, Water Utility Financial Manager

Work Phone: 266.4645

5. Department, Division & Section:

Water Utility Finance Section

6. Work Address:

119 E. Olin Ave., Madison, WI 53713-1431

7. Hours/Week: 38.75

Start time: 8:00am

End time: 4:30pm

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

-
10. Position Summary:

This is responsible professional accounting work assisting the leadership of the Water Utility Finance Section including accounts payable, payroll, work order/job costing, accounts receivable, interagency charges, banking, and accounting close. Work also includes general ledger, assisting in the preparation of reports and budgets, performing and reviewing reconciliations, analyzing expenditures, and/or performing other related professional accounting activities and functions. Work requires broad-based accounting knowledge and is characterized by the exercise of judgment, discretion and initiative, and functions at the limited program supervisor level and/or advanced project level of the professional Accountant series.

Under the general supervision of the Water Utility Financial Manager, this position supervises specific Utility accounting functions of limited scope and performs a wide variety of high level professional accounting projects or assignments.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 50% A. Monthly / Quarterly / Annual Accounting and Reporting
1. Prepare, review and release general ledger journal entries for year-end accounting close.
 2. Provide assistance in year-end accounting close including reconciliation of general ledger accounts and preparation of schedules, work papers used by Finance Section personnel and outside CPA auditors. Provide assistance to independent auditors during the annual audit process.
 3. Assist in preparing information for schedules included in the Utility's Annual Report to the Public Service Commission of Wisconsin.
 4. Prepare and file quarterly Wisconsin Sales Tax Return.
 5. Prepare and file Annual Report of Unclaimed Property with Wisconsin State Treasurer's office.
 6. Review and approve IRS Form 1099 information due in to City Finance.
- 20% B. Provides general leadership for day-to-day accounting functions of the Water Utility.
1. Accounts payable process, vendor maintenance (unauthorized fees, surcharges);
 2. Review and approve biweekly payroll submission to City Finance;
 3. Review and approve work order/job costing and contractor payments;
 4. Review and monitoring of non-water accounts receivable; perform necessary follow-up, e.g. collections, including work with outside collection agency;
 5. Review and approve interagency charges as compared to operating budget; provide account numbers for interagency charges upon request and as necessary;
 6. Review and release general ledger journal entries for monthly accounting close.
 7. Apply accounting principles and theory to the functions of recording, classifying, examining, and analyzing the data and records of financial transactions.
 8. Provide response (including answers to questions) to requests for information from City Finance and other City agencies. Research financial history.
 9. Review and approve MG&E invoice (including general ledger account coding) for payment.
 10. Review monthly P-Card statements and related activity for City Finance.
 11. Follow up on settlement and facilitate closure of property insurance claims with City Risk Management.
 12. Provide coaching, mentoring to lower level Accountants as well as leadership to paraprofessional and clerical staff. Assign, coordinate and review the activities of lower level Accountants, paraprofessional and clerical staff as necessary. Identify and respond to related issues and/or consult with the Water Utility Financial Manager as appropriate.
- 20% C. Assists in the preparation of the Water Utility's Capital and Operating budgets.
1. Assist in preparation of the Utility's Annual Capital Budget and Capital Improvement Plan by entering capital project information into the City Finance Capital Budget template.
 2. Assist in development of the Utility's Annual Operating Budget by collecting data and preparing schedules, worksheets used in support of budget information entered into the City Finance Operating Budget template.
 3. Assist in preparation of the Utility's Annual Operating Budget by entering budget information into the City Finance Operating Budget template.
- 10% D. Special Projects
1. Assist in collecting data and preparing information for rate increase applications filed with the Public Service Commission of Wisconsin.
 2. Prepare Utility Finance Section information for Waterfront newsletter.
 3. Assist in preparation of information for updating the Utility's financial planning model
 4. Perform other related accounting duties and/or administrative tasks as assigned.

12. Primary knowledge, skills and abilities required:

Working knowledge of professional accounting theory, principles, and practices. Working knowledge of and ability to use computer software applicable to the duties of the position. Ability to apply accounting theory to operational problems. Ability to develop and maintain effective working relationships with a wide variety of City and external business contacts. Ability to perform accurate calculations and keep accurate and complete records. Ability to lead or supervise clerical or paraprofessional staff. Ability to review and edit the related work of others. Ability to communicate effectively both orally and in writing. Ability to use computers in conducting professional accounting work, including preparation of spreadsheets. Ability to advise and assist both internal and external managers on the resolution of accounting problems or issues. Ability to organize work to be accomplished, establish priorities, [follow up and follow through on open items, issues; resolve problems](#) and meet deadlines. Ability to implement the day to day functions of a specific accounting program. Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

Possession of a valid driver's license or the ability to meet the transportation requirements of this position.

15. Physical requirements:

16. Supervision received (level and type):

General supervision from the executive level

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.