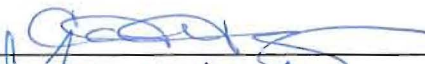




CITY OF UNALASKA

Position Description

Job Class: Non-Exempt	Job Title: Accounting Assistant II - Utilities
Supervisor: Senior Accountant - AR	Department: Finance
Wage Grade: 8	Full Time/Part Time: Full-Time
Probationary Period: 6 Months	Union: IUOE Local 302
DEPARTMENT REVIEW	
Submitted By: 	
Reviewed By: 	
HR Approval: 	

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview, successful completion of pre-employment drug screening, and reference/background check.

The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description outlines the general requirements and duties of an exempt or professional level position with the City of Unalaska. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

When was the last time this position description was updated? Date: **05-2007**

What is the overall purpose and objective of this position (why does this position

exist)? Provides accounting support for the electric, water, wastewater, and solid waste enterprise funds.

Explain the level of supervision received: **Receives direct supervision from the Senior Accountant – AR.**

Explain the level of supervision this position exercises: **None**

ESSENTIAL DUTIES AND RESPONSIBILITIES

List the major duties and responsibilities of the job. The list may not reflect the ranked importance of each responsibility of or the main functions of the job.

1. Prepare utility billing for electric, water, wastewater and solid waste customers. Enter meter reads for electric and water billing, add new customers and new utility service locations, maintains data for monthly electric rates, removes departing utility customers, prepare adjustment batches as needed, review solid waste tickets and enter as adjustment batches and apply or refund customer billing utility deposits.
2. Provide customer service to utility customers – answer billing questions, explain bill and billing process, trouble shoot problems with bills, sign in new customers, prepare and explain billing deposit for new customers, and sign out and explain final bill to inactive customers.
3. Prepare monthly and annual report for the Alaska Energy Authority (A.E.A.) for the Power Cost Equalization Program (PCE). Prepares monthly fuel report for the A.E.A. Power Cost Equalization Program.
4. Prepare and monitor disconnection notices for utility customer collection, and send collection notices, contact delinquent customers by telephone, prepare and send collection letters, prepare small claims cases for collections by Senior Accountant.
5. Reconcile accounts receivable, customer deposit data base and general ledger accounts. Reconcile and prepare audit schedules for annual audit.
6. Will be cross-trained in other Finance Department functions, such as Cash Receipts.

Does this position have access to confidential information? Yes X No
If yes, please provide detail.

- Utility customer credit and payment history.
- Miscellaneous accounts receivable payment history.
- Sales, real and property tax payments.

Does this position have access to or handle City funds? Yes X No If yes, please provide detail. **Processes all types of payments received by the City**

such as wires, credit cards, cash and checks for utility, accounts receivable, fees, taxes and services.

Is it important to this position that the incumbent be able to communicate fluently in English? Yes X No If yes, please explain. **Position has personal and telephone contact with public regarding billing, payments, and collection calls. The candidate must have the ability to communicate clearly in difficult situations.**

What are the minimum qualifications necessary for this position?

Education and Experience:

- **High school diploma or GED.**
- **Two years of office experience in bookkeeping or accounting.**
- **Successfully passing two sequential college level accounting classes.**
- **Other combinations of education or experience that could provide the knowledge, skills and abilities listed will be evaluated on an individual basis.**

What are the preferred qualifications for this position?

- **Minimum one-year experience in customer service and/or collections preferred.**

List the necessary knowledge, skills, necessary training, and abilities to qualify for this position.

- **Basic knowledge of bookkeeping terminology and practices, office procedures, general record keeping and filing systems.**
- **Specific knowledge of accounting methods and procedures for accounts receivable.**
- **Ability to learn about basic electric, water, sewer and landfill utility systems.**
- **Ability to establish and maintain productive working relationships with City of Unalaska elected and appointed officials and staff, the public, vendors, and agencies.**
- **Ability to maintain professionalism under pressure, to manage simultaneous tasks and projects, and to meet multiple deadlines.**
- **Strong problem solving skills.**

List any required technical skills (typing, computer skills, diesel mechanics, etc.):

- **Knowledge of computers and data entry.**
- **Knowledge of office practices, procedures, and general office equipment.**
- **Must be proficient in a Windows Environment, including word processing, spreadsheets, and database software.**
- **Familiarity with multi-line phone system.**

Check any of the following factors that are important to successful performance in this position:

Problem Solving	<input checked="" type="checkbox"/>	Bilingual	<input type="checkbox"/>
Analytical Ability	<input checked="" type="checkbox"/>	Interpersonal Skills	<input checked="" type="checkbox"/>
Communication Skills	<input checked="" type="checkbox"/>	Dexterity	<input checked="" type="checkbox"/>

Describe the requirements of this position which make these factors important:
The customer service and collections duties require that the candidate in this position be able to communicate with customers and City employees in a positive-professional manner under often difficult circumstances. Strong problem solving skills are needed to trouble shoot problems with and questions about utility bills.

LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this position? If so, please provide detail: **Position is subject to successful completion of pre-employment drug testing.**

Is there any training, certification(s), or standards required for this position after he/she has been hired which an employee must pass to retain this position? If so, please provide detail: **All required certifications and licenses must remain current for the duration of employment.**

WORKING CONDITIONS

Are there particular working conditions associated with this position which should be noted (i.e., working environment, hours of work, travel, work space, inclement weather, etc.)? Yes ___ No **X** If yes, please explain: **Working conditions are consistent with a normal office environment.**

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply.

Describe job responsibilities which require physical demands checked.

1. Strength

a. Standing	X	5% of time	making copies, sending faxes, mailing
Walking	X	5% of time	making copies, sending faxes, mailing
Sitting	X	90% of time	data entry, reviewing mail

b. Lifting	X	40 lbs.	paper boxes, archive boxes
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	Carrying	X	40 lbs.	Paper boxes, archive boxes
	Pushing	o	lbs.	
	Pulling	o	lbs.	
2.	Climbing	X		retrieving archive boxes
	Balancing	o		
3.	Reaching	X		retrieving archive boxes
	Handling	X		
4.	Stooping	X		filing
	Kneeling	X		filing
	Crouching	o		
	Crawling	o		
5.	Speaking	X		customer service, collections, depts.
	Hearing	X		customer service, collections, depts.
6.	Seeing	X		reading documents and computer
	Depth Perception	o		screens
	Color Vision	X		

HISTORY SUMMARY

- 8-2000 Changed Union Status from "no" to "yes."
- 02-2004 Removed "Incumbent." Included probationary period, selection guidelines and history summary. Changed JD to current format. Included standard language. Changed signature blocks on first page.
- 05-2007 Under Essential Duties and Responsibilities, number 1, removed "post daily utility payments to customer accounts," this function is no longer performed; expanded number 6 from "back up for cash receipts" to "will be cross-trained in other Finance Department functions" to more accurately reflect the position duties.