

CITY OF ALAMEDA
invites applications for the position of:



Senior Utility Accountant (9 hours per day, 4 days per week work schedule)

SALARY:	\$52.83 - \$64.22 Hourly \$98,900.00 - \$120,214.00 Annually
DEPARTMENT:	Alameda Municipal Power
OPENING DATE:	04/05/22
CLOSING DATE:	04/21/22 05:00 PM
FLSA STATUS:	Exempt
NATURE OF POSITION:	

Alameda Municipal Power (AMP) is currently recruiting for a Senior Utility Accountant. This position works Monday through Thursday onsite and has a **36 hours per week work schedule**; this is considered full-time with a competitive benefits package.

This is an exciting opportunity to be a part of a close-knit team making a significant impact in the local community. Please read on to learn more about AMP and this career opportunity.

About Alameda Municipal Power

In 1887, the City of Alameda paid \$20,000 for the installations of 13 streetlights and a 90-kW generating station to power them. And with that, the oldest public electric utility west of the Mississippi was created.

Today, the City of Alameda is still in the power business and still a trendsetter. Now known as Alameda Municipal Power (AMP), we have survived over a century and a quarter of utility mergers that created behemoths in other places.

AMP has provided safe reliable power at lower rates without sacrificing service to power our community. We maintain local control so that we can re-invest in the island and provide value to enrich our lives, businesses, and the community. In fact, since 1887, AMP has contributed more than \$75 million to the City of Alameda's General Fund.

We've seen a lot of change in 130 years, but through it all there's been one constant: We're as committed today to delivering safe and reliable electricity to the residents and businesses of Alameda as we were in 1887. We'll continue to invest in new and improved ways of doing business to manage costs, improve our service, and improve the environment.

DISTINGUISHING FEATURES:

About the Division/Position

The Administration division has a key role to play in helping Alameda Municipal Power (AMP) provide rate payers and internal customers essential services such as financial and accounting services, customer services, utility billing, and support services.

There are two Senior Utility Accountant positions that are cross-trained and perform the examples of duties as assigned.

As part of our team, you will have the opportunity to contribute a wide array of projects. We are looking for a colleague with exceptional interpersonal and excellent communication skills, data analysis skills, attention to detail, and an interest in learning new skills to meet the ongoing needs of the highly dynamic energy sector.

EXAMPLES OF DUTIES:

1. Oversees the daily activities of the Utility Accountants.
2. Maintains, reviews and reconciles general ledger, subsidiary accounts and statements; researches and examines transactions to ensure accuracy; prepares journal entries.
3. Reviews and approves Payroll, Accounts Payable, Accounts Receivable, revenue, operating expenses, and fixed assets.
4. Analyzes, verifies and prepares various financial reports and statements, assists in monitoring special funding accounts and verifies availability of funds. Researches and analyzes transactions to resolve problems.
5. Leads the interim and year-end audits; performs year-end adjusting and closing entries.
6. Assists in the preparation of the Annual Comprehensive Financial Report (ACFR), including preparation of schedules, statistical package, graphs, disclosures, and notes.
7. Prepares monthly financial package including treasurer's report, cash flows, and capital expenditures, and operating cost variances.
8. Maintains fixed asset ledgers and generates monthly depreciation reports; evaluates projects to determine the proper accounting treatment (capitalization vs expense); provides guidance to other departments on capitalization rules
9. Prepares quarterly Fixed Asset roll-forwards.
10. Updates and maintains the utility's long-term debt schedules; ensures debt service payments are made timely and assists in the annual reporting disclosures.
11. Prepares year-end entries for pension, OPEB, worker's comp, and vacation accrual. Reconciles year-end balances with City.
12. Reviews monthly revenues/sales reports and research variances.
13. Reviews and approves sales tax, utility tax and user tax returns.
14. Performs general and complex account analysis, reconciliations and review.
15. Assists in the budgeting process and enters budgets within the financial system, monitors and analyzes overall budget variances, updates and processes budget transfers, researches variances as requested.
16. Monitors budget performance against actuals by validating the accuracy of budget data entered within ERP system, investigates and resolves department inquiries regarding inaccuracies, prepares budget transfers, adjustments, updates as required.
17. Provides training and guidance to utility accountants.
18. Assists in research, education and implementation of new Government Accounting Standards Board (GASB) statements.
19. Prepares and submits the annual Energy Information Administration reports.
20. Assists in the installation of financial management systems and procedures.
21. Assists in development and implementation of internal controls, practices and procedures; recommends, develops and implements changes for efficiency and ongoing compliance.
22. Oversee the chart of accounts by maintaining the general ledger accounts and structure within the financial system.

23. Assists in the preparation of investment, budget, and capitalization policies.
24. Conducts special assignments in support of the Board's goals and initiatives.

EMPLOYMENT STANDARDS:

Qualifications to Apply

Please note that the City of Alameda considers full vaccination against COVID-19 to be a minimum qualification of employment. Any applicant selected for hire must be fully vaccinated by the start of employment.

Education: The Senior Utility Accountant requires graduation from an accredited four year college or university with major course work in accounting, business administration or a related field.

Experience: The Senior Utility Accountant requires three years of responsible experience in financial accounting work (preferably in governmental accounting or utility business).

We will also consider an equivalent combination of education and experience that meets the stated requirements in the job description.

Here are some additional qualifications we are seeking in our ideal candidate:

Knowledge

Knowledge of the principles and practices of general, fund and governmental accounting including financial reporting and financial statement preparation; familiarity with financial systems and controls, exposure to fixed assets, utility accounting practices and budget preparation; knowledge and utilization of modern data processing equipment and software such as Microsoft Office Suite and Excel; and applicable federal, state and local laws.

Ability

Ability to effectively plan, organize and coordinate financial and accounting services and reporting activities and assigned departmental functions; assist in the development and implementation of goals, objectives, procedures and controls for accounting functions; maximize accounting, control, and reporting capabilities; interpret, apply, and explain established policies, procedures, rules, and regulations; utilize computer equipment and analyze information; coordinate interdepartmental activities; analyze administrative, legislative, financial and accounting information; establish and maintain accurate records; prepare clear, concise and accurate reports and financial statements; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees and the general public; exercise sound independent judgment within established policy and regulatory guidelines; resolve complaints and problems; and provide direction and training to staff.

Selection Process

Applications and questionnaires will be evaluated and candidates whose experience is evaluated as "best qualified" will be invited to an examination process. The examination process for this recruitment may include 1) completion of supplemental questionnaire and 2) a structured panel interview including a job-related exercise. The interviews are tentatively scheduled for the week of May 2 2022.

The examination process may test for, but is not limited to, the essential knowledge and abilities listed in the job specification and announcement and will be designed to provide a comprehensive review of each candidate's technical knowledge and overall suitability for the position. Qualified applicants will be notified of the exact date, time, and location of examinations approximately two weeks in advance. If applicants have not received written notice at least one week prior to the tentative test date listed in the flyer, they should contact the City of Alameda Human Resources Department at (510) 747-4900.

Candidates passing all components of the examination process will be placed on an Eligible List. A list of names is certified to the department(s) having vacancies based on the type of examination conducted pursuant to the provision of the City's Civil Service Rules. Final selection will be made from the Eligible List by the Department Head subject to approval by the City Manager. The Department Head may utilize additional selection procedures to make a final hiring decision. Placement on an Eligible List does not guarantee employment. Prior to appointment, a thorough reference check will be conducted which may include a credit check and background. The selection process may be evaluated and revised based on the number of qualified applicants. Federal law requires that prior to employment, you must furnish proof of your identity and eligibility for employment in the United States, as required the U.S. Citizenship and Immigration Services.

Highlighted Benefits

4 day work week/36 hours per week (9 hours per day)

Employer-paid medical and dental coverage for you and your family, generous pension program (CalPERS retirement)

City of Alameda provides great benefits, including fully paid medical and dental insurance for you and your family and membership in the CalPERS pension retirement system. Learn more about our benefits [here](#).

E-VERIFY: The City of Alameda utilizes the Federal government's E-Verify program and new employees must provide documentation to establish identity and work authorization, which includes showing a valid United States Social Security card at the time of hire (photocopies not accepted).

VETERAN'S PREFERENCE CREDIT: A job applicant qualifies as a veteran if honorably discharged from active military, reservist, or National Guard duty of at least 18 consecutive months within the past five (5) years of the date of application. In case of discharge attributable to service-connected injuries or illnesses, the 18 months active duty requirement need not be fulfilled. An applicant claiming veteran's preference credit must attach to their application, a legible copy of their DD-214 verifying the type of discharge and date(s) of active service. NO OTHER DOCUMENTATION WILL BE ACCEPTED.

AN EQUAL OPPORTUNITY EMPLOYER: The City of Alameda encourages minorities, women and the disabled to apply. It is the City's policy that all aspects of employment and promotion shall be without regard to sex, marital status or disability (except where dictated by requirements of the position), race, sexual orientation, political affiliation, religious creed, color, national origin or age. Qualified disabled persons must be able to perform the essential functions of the position with or without reasonable accommodations. No individual may pose a direct threat to the health or safety of himself/herself or other individuals in the workplace. Barring undue hardship, reasonable accommodations can be made in the application and examination process for disabled individuals or for religious reasons. Requests for reasonable accommodation should be made in advance to the Human Resources Department. Hearing Impaired TDD (510) 522-7538.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.alamedaca.gov/Departments/Administration/Human-Resources>

2263 Santa Clara Avenue, Rm. 290
Alameda, CA 94501
(510) 747-4900

Position #2022-7425-01
SENIOR UTILITY ACCOUNTANT (9
HOURS PER DAY, 4 DAYS PER WEEK
WORK SCHEDULE)
CL

**Senior Utility Accountant (9 hours per day, 4 days per week work schedule)
Supplemental Questionnaire**

- * 1. The supplemental questionnaire which follows is intended for you to identify your qualifications and experience in specific job related areas. It is critical that you fill out the supplemental questionnaire completely and accurately. Do not indicate "See Resume". Any experience or education listed in your responses must also be included in the Education and Work Experience sections of the job application. Your responses to the following questions will be evaluated and used to determine whether your application is given further consideration. A resume and/or any attachments will not be considered in determining your qualifications.

☐ I have read and acknowledge the instructions above

- * 2. Describe your experience preparing financial reports including cash flows. Explain in detail if you have had to manually prepare the financials or if it is system generated report(s), include the type of report(s) and how you ensured that the financials generated are correct. What steps did you take to ensure that all entries were completed.
- * 3. Describe your experience with fixed assets and depreciation as well as roll-forward schedule preparations.
- * 4. Describe your experience with budgets, if any.
- * 5. Describe your experience preparing audit schedules and your work with external auditors.
- * 6. Describe your experience with bank reconciliations, general ledger account reconciliations, and cash management.
- * 7. Describe your experience with payroll and any internal or external interfaces that you used.
- * 8. By selecting "Yes" below, I certify that the information contained in this Supplemental Questionnaire is true, complete, and provides an accurate assessment of my knowledge, skills and abilities as they relate to this position with the City of Alameda. I understand that any misstatements or omissions of material facts may subject me to disqualification or dismissal, and that appropriate tests may be given to verify the accuracy of the information given.

☐ Yes ☐ No

* Required Question