

## OFFICE MANAGER / ACCOUNTANT

Function: Business Office

Classification: Exempt

### DESCRIPTION OF WORK:

Under administrative direction, this position exercises day-to-day supervision of all office and meter reading personnel; assures accurate utility billing and financial accounting systems.

### EXAMPLES OF WORK:

#### Essential Functions:

Plans, organizes, develops and controls the activities of all assigned business office and purchasing personnel; sets and/or recommends office policies; supervises overall accounting system; prepares office annual budget and works with General Manager and other Department Superintendents in establishing overall utility department budget recommendation; presents proposed budget to Board of Public Works and City Commissioners; prepares all year-end Financial Reports and Schedules for annual fiscal year-end audit; prepares and reports state and cities sales and use tax; prepares and/or approves various state and federal reports; provides monthly financial reports to Board of Public Works and City Commissioners; reconciles differences in estimated and actual cost of construction projects with Department Superintendents; assures reimbursable costs associated with internal utility usage to various departments; oversees department depreciation schedules; oversees entire billing and collection system; authorizes utility customer disconnects for non-payment of services provided; provides financial and billing information for cost of service rate studies to General Manager; performs any additional related work as required.

#### Non-essential Functions:

Approve customer deposit refunds; oversees customer Level Payment Plan; manages electronic fund transfers (EFT) files for customer utility bill payments; coordinates and communicates with City Treasurer transfers of Combined Utilities Funds as needed; conduct annual performance reviews of employees under direct supervision; troubleshoots computer system. Provides input to utility web design and information.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of the principles of accounting. Knowledge of: department billing and budgeting procedures. Skill in: operation of computer, email, and use of Microsoft Office Suite. Ability to: interpret and implement complex instructions; perform complex mathematical operations including statistical forecasting; apply the utilities' policies and procedures as necessary; solve personnel problems with coordination of HR personnel; ability to communicate effectively with co-workers, trainees, the public and all supervisory personnel.

TRAINING AND EXPERIENCE:

College Degree in Business, Accounting or related field and a combination of training and experience that will allow the incumbent to acquire the required knowledge, skill and ability to perform the assigned tasks. A person appointed to this position must have at least three (3) years of supervisory experience and have worked in a utility accounting function or comparable business and/or industry at least two (2) years. Attain CPR certification and AED training.

WORKING CONDITIONS:

Work performed by this position is in a normal office setting. Some lifting of files, mail, and archive file containers may be encountered. Normal workweek is 40 hours; however, additional hours may be required in preparation for budget, audit and attending meetings, including but not limited to City Council meetings. May be required to assist other departments during storms or utility outages. Nebraska City Utilities is a drug free workplace environment. Pre-employment drug testing required; subject to drug and alcohol testing as outlined in company policies upon employment.