

CLASS TITLE:

**ASSISTANT TO
CHIEF PUBLIC UTILITIES
ACCOUNTANT**

Class Code: 02640800

Pay Grade: 34A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for supervising and participating in preparing and monitoring the department budget, and for ensuring the timely completion of all department general accounting functions, to be responsible for financial/accounting analysis of utility rate filings; and to do related work as required.

SUPERVISION RECEIVED: Works under the supervision of a superior with considerable latitude for exercise of independent judgement; work is reviewed through written reports, financial statements and consultation.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the preparation of the agency's budget and enforcement of appropriate budgetary controls.

To supervise the day-to-day departmental accounting functions, including utility assessments; contractual arrangements with other state agencies; contractual arrangements with consultants, cash disbursements; cash receipts, encumbrances, payroll, etc.

To prepare financial analyses of utility rate change and tariff design change filings.

To be responsible for the preparation of cross-examination of utility witnesses.

To prepare pre-filing written testimony on utility financial matters and testifying at rate hearings before the Public Utilities Commission.

To analyze electric and gas adjustment clause filings.

To supervise the work of rate analysts regarding utility rate filings and motor carrier compliance audits.

To attend meetings and keep the administrator abreast of policies and procedures.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles of accounting; the ability to prepare economic and financial statements; the ability to analyze and interpret accounting systems and procedures; the ability to attend meetings and conferences; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Accounting or Business Administration; and

Experience: Such as may have been gained through: employment in a responsible supervisory position in the maintenance of a complex corporation or state government accounting system.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: October 7, 1990

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