



HUMAN RESOURCES DEPARTMENT

City of Burlington
131 Church Street, Burlington, VT 05401

Voice (802) 865-7145
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CONTROLLER BURLINGTON ELECTRIC DEPARTMENT

POSTING DATE: August 23, 2010

DEADLINE TO APPLY: August 31, 2010

RATE OF PAY: \$49,676/yr - \$81,437/yr doe

CLASSIFICATION GRADE: NS8

Union: Non-union

EXEMPT/NON-EXEMPT: EXEMPT

POSITION STATUS: REGULAR FT

This position is responsible for providing supervision and leadership to staff involved in the coordination and reporting of all accounting for both BED and the McNeil Generating Station. In addition this position is responsible for monthly closings, year-end audits, tax compliance, oversight of the chart of accounts, general ledger, and subsidiary systems.

ESSENTIAL FUNCTIONS:

- Ensures general and subsidiary accounting functions are performed in a timely and accurate manner and in accordance with Generally Accepted Accounting Principles (GAAP), Federal Energy Regulatory Commission (FERC), and Government Accounting Standards Board (GASB).
- Oversees all financial statement reporting in accordance with the Department of Energy, FERC and other local, state and federal regulatory bodies.
- Develops and institutes accounting and internal controls, procedures, and performance measures for the Accounting area.
- Provides oversight and supervision for the Accounting staff, including but not limited to, performance evaluations, motivating and training employees as well as technical expertise.
- Directs and coordinates the annual financial audit including scheduling, preparation of schedules, and assures reports are completed in a timely manner.
- Oversees a Records Management Program for all accounting records in compliance with regulatory bodies such as the PSB, IRS & FERC.
- Responsible for establishing Cash Management Policy and procedures for the Department.
- Responsible for production of monthly and annual financial statement analysis.
- Responsible for the supervision and production of general ledger and subsidiary accounting systems, including but not limited to, customer billing, payroll, accounts payable, continuing property records, cash receipts and miscellaneous receivables.
- Review and make recommendations for new design, including implementation regarding software applications in coordination with IS department and software vendors.
- Assists the Chief Financial Officer with banking relationships including but not limited to reviewing fees, investments, electronic commerce, etc.
- Acts as backup to the Chief Financial Officer on all accounting, audit or other technical issues.
- Acts as a secondary check signer for payroll, accounts payable and other checks as required.
- Acts as a signer on all wire letter investments and other banking transactions.
- Responsible for approving all individual rate changes, billing adjustments within the customer billing system and write-offs of customer accounts.
- Acts as a representative in related small claims or bankruptcy court cases.
- Review and negotiates contract(s) with collection agencies as required.
- Performs other duties as required.

MINIMUM QUALIFICATIONS:

- Bachelor of Science Degree in Accounting, Business Administration, or related field and eight (8) years of related accounting experience with at least six (6) years in electric utility (FERC) accounting required.
- Previous supervision, audit and cash management experience required.
- A strong desire to improve service to internal and external customers is required as is a high level of personal creativity, initiative and enthusiasm to work within a constantly improving organization and in a team environment.
- Ability to work with minimal supervision.
- Ability to organize and prioritize work and meet established accounting deadlines.
- Ability to communicate effectively both orally and in writing.
- Ability to delegate effectively and assume leadership and supervisory responsibilities.
- Ability to establish and maintain good relations with his or her co-workers.
- Must be able to listen to and appropriately react to a supervisor's constructive criticism and incorporate said criticism to improve employee performance.
- Ability to attend occasional meetings outside of normal work hours; some travel required.

The City of Burlington does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age or disability in employment or the provision of services. Submit CITY OF BURLINGTON APPLICATION, resume and cover letter to by August 31st 2010: Human Resources Department, 131 Church Street, Burlington, VT 05401. Available in alternative formats for persons with disabilities. For disability access information, or to request an application, contact Human Resources at (802) 865-7145 or 865-7142 (TTY) or

visit us at www.hrjobs.ci.burlington.vt.us

**WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY.
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