



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

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SENIOR STAFF ACCOUNTANT - OPERATING
BURLINGTON ELECTRIC DEPARTMENT

POSTING DATE: January 20, 2015

RATE OF PAY: \$23.63 - \$38.75/hour DOE

EXEMPT/NON-EXEMPT: Exempt

DEADLINE TO APPLY: February 3, 2015

POSITION STATUS: Regular Full Time

CLASSIFICATION GRADE: A04

UNION: IBEW

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for various General Ledger journal entries, including labor and overhead, purchased power, and short and long-term debt. This position is also responsible for the preparation of monthly financial and statistical reports.

ESSENTIAL FUNCTIONS:

Oversight of Accounting Software:

- Manages all additions, edits, and presentation of accounting structure within the current accounting software modules.
- Ensures proper coding of accounts for accounting system report writing.
- Assures proper/protected interface with other accounting software modules, including BECs payroll, work order systems.
- Assures interface with all fund reporting, including McNeil (50%), Highgate, grant accounting, and others.
- Creates accounting system reports and/or spreadsheets as needed.
- Provides IT the General Ledger accounts and receivable code relationship to be used by BECS.
- Performs monthly analyses and reconciles applicable general ledger accounts
- Monitors the interfacing of sub-system software/transactions, including analyses and reconciliations of applicable general ledger accounts.
- Assists other employees with general ledger information, including but not limited to, running reports, financial inquiries, etc.
- Institutes and maintains appropriate internal controls in the General Ledger Accounting system in accordance with department procedures.

Internal/External Financial Reporting:

- Prepares monthly BED financial statement, including the monthly "blue book".
- Prepares monthly statistical information report known as the "pink book". Accounts for retail sales information, including but not limited to, billing summary, statistical information, such as, KWH sources & uses, cost/KWH, average revenue, etc.
- Executes all monthly BECS reports and revenue reports.
- Completes related reports, forms and surveys, including but not limited to, VDPS Small Electric Company Annual Report, Department of Energy's EIA-412, EIA-861 and EIA-826, Vermont Energy Efficiency Utility Reports, etc.
- Key provider of audit support work with the preparation of audited financial statements (BS, IS, Cash Flow, draft notes to the financial statements, and Management Discussion and Analysis), and interact with field auditors.
- Prepares monthly Burlington City Franchise Fee filings to Burlington City Hall.
- Prepares monthly sales tax and revenue tax filings to the VT Department of Taxes.
- Calculates Account Receivable Aging report and adjustments to uncollectible reserves.

Routine Operations:

- Cash Management:
 - Reconciles BED's operating bank accounts, including the general operating account, various investment accounts, and payroll account.
 - Prepares weekly payroll deposit.
 - Performs monthly cash forecast with daily status monitor.
 - Prepares all electronic in-bank transfers, schedules all ACH payments and outgoing Wire transfers.
 - Prepares monthly funding for payments of all debt service obligations, with all related documentation.
 - Prepares all internal cash transactions as required and associated journal entries.
 - Audits, updates and reconciles other miscellaneous operating cash receipts, including BECS receipts to General Ledger.
- Revenue:
 - Reviews BECS adjustments for accuracy and determines unbilled revenue implications, and records revenue adjustments to GMBA as applicable.
 - Prepares monthly sales for resale, transmission and capacity billings.
- Purchased Power:
 - Reconcile monthly purchased power costs and demand/energy statistics, including calculation of company use.

- Monthly Accounting Entries:
 - Reconciles and transfers all payroll transactions (labor, accrued labor and labor overhead) to the Department's General Ledger.
 - Prepares accounting entries for purchased power, sales for resale and transmission service, including KWH statistics, wire payments, receipts.
 - General obligation bond interest and principal payments and accruals.
 - Revenue bond interest and principal payments and accruals.
 - Line of Credit principal and interest activity, and other short term debt service.
 - All operating electronic funds transactions, interest and miscellaneous cash receipts.
 - Prepaid insurances, software maintenance fees, accrued indirect costs, trustee/bank fees, and other miscellaneous prepayments.
 - Reconciling items of monthly customer billing system (BECS) summary to the General Ledger.
 - Monthly amortization of debt premium, discount, cost of issuance, incurred losses, and other deferred debt related charges/credits.
 - Prepares estimate and accounting entries for unbilled revenues.
 - Accounting entries with regard to city Franchise Fees, VT Department of Taxes, and VEEU Fiscal Agent transactions.
 - Record monthly adjustments to Uncollectible Reserves.
 - Calculates and enters monthly closing entries for funds 101-110
- Other Miscellaneous:
 - Responds to auditor inquiries during fiscal year end audit and related accounting issues.
 - Develops and maintains this position's Accounting Procedures Manual.
 - Creates and maintains appropriate files and reports, and manages record retention program.
 - Performs other responsibilities in the absence of co-workers and during periods of high volume as directed.
 - Performs other duties as required.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- Bachelor of Science Degree in Accounting, Business Administration or related field and seven (7) years of experience in a responsible accounting position required, with at least five (5) in electric utility preferred.
- Knowledge of Federal Energy Regulatory Commission (FERC) chart of accounts required.
- Ability to work in a Windows based environment using spreadsheet, word processing and database software required.
- Ability to communicate effectively both verbally and in writing.
- Ability to work with minimal supervision.
- Ability to analyze data with particular attention to detail required.
- The incumbent's successful performance will reflect a high level of personal creativity, problem solving, initiative and enthusiasm to work within a team environment in a constantly changing organization.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to work well under pressure required
- Ability to demonstrate a high level of initiative in problem solving.
- Ability to organize and prioritize workflow and meet established deadlines.
- Must be consistent and accurate.
- Must be able 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 recognize general ledger software problems and to effectively communicate to IS department and/or vendor technical support.
- Ability to operate a 10 key calculator required.

To Apply: Submit resume and a City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, contact Human Resources Department at 865-7145.

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