



Employee Name			
Position Title	Utilities Accounting Analyst	Department	Utilities
FLSA	Exempt	Reports To	Utilities Finance & Compliance Manager
Pay Grade	10	Unit	Non-represented

Purpose of Position

The purpose of this position is to assist with a variety of intermediate to complex professional accounting assignments for the City of La Crosse Water, Sewer and Stormwater Utilities. Accounting work shall include processing and maintenance of accounting, budgetary, financial, and payroll records and documents using financial and accounting software. The position requires that the incumbent work semi-independently in carrying out assignments and demonstrate independent decision making in applying GAAP, GASB, and WI Public Service Commission (PSC) policies and practices to accomplish a wide variety of accounting, financial and administrative support tasks. The work is performed under the direction of the Utilities Finance & Compliance Manager.

Duties and Responsibilities

The following duties are normal for this classification. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assist with maintaining La Crosse Water Utility, Sewer Utility and Stormwater Utility fixed asset ledgers.
- Review and track capital project payments and monitor for adequate funding. At project completion, complete asset management functions, including creating journal entries to capitalize new infrastructure, retire old, tracking of deferred assessments, update fixed asset ledger, asset continuing property records in database or asset management software, and other related functions based on the type of project.
- Creates and inputs journal entries into financial system and prepare reports from the data as needed.
- Review transactions and journal entries for appropriateness and compliance.
- Assists with maintaining accounting files by reviewing and analyzing a variety of accounting transactions for accuracy and propriety and by preparing adjusting journal entries as required. Balances related expense and liability accounts.
- Ensure compliance with relevant internal policies, accounting, and PSC regulations.
- Balance water, sewer and stormwater payroll reports to the accounting system. Update payroll reports for regulatory reporting purposes.
- Aids the Finance & Compliance Manager with budget preparation and financial reporting as required.
- Assists auditor in annual audit, including retrieving and preparing supporting documentation and responding to questions.
- Analyzes and prepares data for inclusion in the annual PSC report.

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- Researches and prepares special reports as requested.
- Assists in preparation of data and reports for rate reviews with the PSC.
- Prepares various reports for Board of Public Works meetings as needed.
- Handle routine office duties on day-to-day basis and as assigned by the Utilities Finance & Compliance Manager.
- Maintain confidentiality of utility and customer information.
- Cross-train on Accounting Specialist -Utilities duties such as billing, accounts receivables, daily balance and other processes that have a financial impact to the utilities.
- Occasionally may be required to provide customer service to customers via phone or email with general water utility questions or forward questions to the appropriate personnel.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this classification and may also be performed by other unit members.

- Prepare resolutions for Common Council consideration.
- Prepare agenda items for the Board of Public Works.
- Compose correspondence and create reports, graphs and charts as necessary.
- Respond to city department or council member inquiries.
- Maintains regular and predictable on-site attendance.
- Performs related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Accounting or Finance or other closely related field with proficiency in accounting software; minimum of three years of accounting experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Experience in governmental (fund) accounting, budgeting, and public utility highly desirable.
- Demonstrated proficiency in Microsoft Office Suite.
- Effective public relations and communication skills.
- Considerable knowledge of automated financial systems.
- Considerable knowledge of payroll preparation.
- Knowledge of rules and regulations of the PSC relative to accounting and billing.
- Considerable skill in the application of general principles and practices in accounting methods.
- Considerable skill in preparing accounting statements and reports.

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- Considerable skill in utilizing spreadsheet applications.
- Considerable skill and ability to apply automated information systems concepts, budgeting, and finance principles to practical application.
- Ability to proficiently utilize a computer and the required software, including Microsoft Office, general ledger, and utility billing software programs.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy and record and transcribe data and information. Ability to classify, compute and tabulate data.
- Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory and design data and information such as invoices, billing statements, tax statements, tax reports, spreadsheets, statistical reports, grant applications, general ledger, budgets, bond issues, state statutes, resolutions, ordinances, non-routine correspondence, computer languages and accounting methods.
- Ability to communicate orally and in writing with vendor representatives, various city employees and the general public.

Mathematical Ability

- Ability to apply algebraic and trigonometric formulas. Ability to interpret inferential statistical reports and/or formulation and equation data.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.

Physical Requirements

- Ability to operate a variety of office equipment including computer terminal, telephone, calculator/adding machine, computer printer and photocopier.
- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as data entry.
- Ability to exert very moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling.
- Ability to recognize and identify similarities or differences between characteristics of colors and sounds associated with job-related objects, materials and tasks. Ability to sustain prolonged visual concentration.
- Ability to lift and carry up to 20 pounds.

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Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use poses a very limited risk of injury.