

JOB DESCRIPTION
VIRGINIA DEPARTMENT OF PUBLIC UTILITIES

Date Updated 05/___/05 **Approved by**

☒ **Bargaining Unit** Management Association

☐ **Non-Bargaining**

I. TITLE: Supervisor-Accounting

II. RATE OF PAY: As per Salary Matrix

III. REPORTS TO: Director-Finance & Administration

IV. RESPONSIBILITIES (not meant to be inclusive of all duties to be assigned):

1. Supervise office staff including Meter Department staff.
2. Ensure all areas of responsibilities within the Utility are in compliance with established standards, rules, and requirements as set forth through department policy
3. Assist in preparation of materials used in establishing financial goals and action plans, setting rates and establishing budgets
 - a. Prepares or assists in preparing financial reports and other monthly reports
 - b. Assists in development of cost control procedures and operational efficiency improvements
 - c. Assists in the preparation of financial analysis for special projects
4. Develops expertise in computer systems used by the Utility as well as PC-based software used for financial reporting; will train other employees as needed
5. Develops written policies and procedures for Customer Service and Billing
6. Processes payroll and all related reports
7. Represent Department in the first step of the grievance procedure, where appropriate
8. Responsible for compliance with safety and environmental issues in area
9. Performs other duties as assigned.

V. WORK SCHEDULE: Generally day shift but may be needed for holiday or weekend duty and emergency call outs

VI. MINIMUM QUALIFICATIONS:

1. Bachelors degree in related field or equivalent training and experience with at least five (5) years of office experience
2. Must be able to follow complex written and/or oral instructions
3. Must be able to operate a computer terminal, calculator, typewriter and other equipment with a high degree of speed and accuracy; experience in spreadsheets such as Excel required
4. Must have ability to calculate discounts, inventory turns, etc.
5. Must have a sound knowledge of the department's uniform code of accounts
6. Must be able to define problems, collect data, establish facts, and draw valid conclusions
7. Must have excellent communication skills and able to get along with individuals at all levels.
8. Must be able to deal with customers with unfailing courtesy and tact
9. Must have a clean, neat and professional appearance
10. Must have the ability and desire to be promotable to positions of higher responsibility

VII. PHYSICAL REQUIREMENTS are those necessary to successfully perform the essential functions of this job:

1. Regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms
2. Must have ability to communicate with customers, employees, and vendors
3. Frequently required to sit; occasionally required to walk or stand and stoop
4. Must occasionally lift and/or move up to ten (10) pounds
5. Specific vision abilities required include close vision, distance vision, peripheral vision, and depth perception.
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VIII. WORK ENVIRONMENT:

1. Generally indoors in an office environment
2. The noise level is usually moderate