City of Stoughton
Position Description

Name:		**Department:**	Utilities – ~~Technical Operations Division~~Finance
Title:	~~Utilities Accountant II~~Accounting Specialist	**Pay Grade:**	**FLSA:** N
Date:	~~April, 2015~~~~August~~October, 2022	**Reports To:**	Utilities ~~Technical Operations Supervisor~~Finance Manager

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Purpose of Position

The purpose of this position is to process accounts payable, municipal and utility employee payroll, miscellaneous accounts receivable, and daily cash deposits; assist with monthly account reconciliation; perform customer account billing corrections; and~~assist with monthly account reconciliation, perform customer account billing corrections, process the daily cash deposits, and perform~~ complete other related accounting functions as requested by the Utilities Finance Manager.~~.~~

Essential Duties and Responsibilities

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

- Compile accounts payable invoices, review for accuracy, code for payment, and process and ~~produce~~ ensure timely payment via appropriate method. ~~Ensure timely payment of accounts payable invoices.~~ Maintain an accurate record of all credit card, ACH and wire, and check transactions. Audit invoices ~~for accuracy and~~ to ensure ~~that~~ proper tax-exempt status ~~is correct~~, notify~~ies~~ vendors of tax-exempt status as necessary ~~of tax-exempt status~~, and file exemption forms ~~received with vendor files~~. Research and review all new vendors to verify business legitimacy, and m~~M~~aintain current vendor information including 1099 data. ~~Research and review all new vendors to verify business legitimacy~~. ~~Prepare monthly Payments Due report for the Utilities Committee.~~ Download and process monthly credit card transactions.

- Process and calculate biweekly employee payroll for Stoughton Utilities. Tasks include~~,~~ but are not limited to~~,~~: ~~-~~ ~~M~~maintain employee files, prepare and update time sheets, compile department employee time records, calculate pay and withholdings, and ~~and~~ print employee paychecks. Maintain employee setups and files and perform ~~and update~~ all requested changes and updates for employees, including employee benefits, tax withholdings, levies and garnishments, pay deductions, wage modifications, deferred compensation, address changes, and other related data.

~~Track and assign fleet hours to work orders. Provide fleet mileage to Department of Public Works as needed.~~

- Process and calculate biweekly employee payroll for the City of Stoughton ("City"). Work closely with the Stoughton Department of Human Resources and Risk Management to verify City employee changes are updated appropriately. Enter department head approved timesheets into City financial software. Balance state and federal taxes and create payroll ACH file for City to remit.

- Prepare and process quarterly and annual year-end tax information, including employee W-2 reports for both Stoughton Utilities and the City, vendor 1099s, unemployment report, workers compensation report, Wisconsin Retirement etc. and submit to the appropriate taxing authority.

- Process and post journal entries, related reports, and account activity into utility ~~computer accounting database~~financial and accounting software system, and perform monthly and annual close out processes and reports~~. Close out month and year in financial software~~.

- Balance, file and pay monthly sales and use tax.

- Process and post customer account corrections, wire payments, miscellaneous receipts, and other transactions in the Customer Information System (CIS) software. Run month-end aging accounts receivable reports. Close out month and year in CIS.

~~Utilities Accountant II~~
Accounting Specialist

- Prepare miscellaneous invoices for billable construction and maintenance work ~~performed by the utilities Planning, Electric, Wastewater, and Water Divisions~~and damaged infrastructure. Prepare and send past-due notices to customers with unpaid balances. Work with utility leadership and Technical Operations Division staff to ~~Utilities Director, Utilities Finance Manager and/or Customer Account Technician to~~ collect outstanding balances ~~via TRIP, SDC, etc~~ through established collection methods.
- Prepare and distribute various accounting and financial reports, including recurring monthly, quarterly, and annual reports related to accounts payable, employee payroll, sales and use taxes, workorder status, and more. Prepares other scheduled and unscheduled reports.~~.~~
- ~~Balance and prepare~~Prepare daily bank records for deposit and verify deposited funds.
- Monitor bank statements for returned payments and process account adjustments in CIS.
- ~~Assist Utilities Finance & Administrative Manager with monthly account reconciliation, processing of journal entries, and annual audit preparation and annual Public Service Commission reports..~~
- Alphabetize and file reports and invoices.
- Attend conferences, workshops and other educational opportunities related to job responsibilities.
- Comply with all internal control policies and procedures.
- ~~Respond to planned and unplanned customer engagement opportunities and significant event response, including but not limited to large-scale outages, sewer weather events and drinking water or sanitary sewer emergencies.~~
- Comply with all Stoughton Utilities Safety Programs.~~.~~
- ~~Perform other Stoughton Utilities tasks as directed.~~
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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 position and may also be performed by other unit members.

- Attend and assist with utility-sponsored public events, prepare~~s~~ educational materials, and participate~~s~~ in outreach ~~events~~efforts.
- Greet and direct visitors. Answer, direct, and route telephone calls and messages.
- Provide back up for various front-office tasks, including but not limited to: processing customer payments, organizational filing, negotiating deferred payment agreements, etc.
- Provide back up for daily visits to City Hall and local post office to receive and process incoming and outgoing postal and interdepartmental mail. Sort and distribute received postal and interdepartmental mail to their intended recipients.
- Provide backup ~~assistance~~for ~~to~~ ~~P~~processing ~~and post~~ customer payments received through various physical and electronic methods, including but not limited to, banking lockbox, online *My Account* payments, Autopay (ACH and credit card)~~via mail~~, night deposit box, ~~online, or~~ in-person, energy assistance, etc.
- Perform related office tasks such as filing, faxing, photocopying, computer operation, maintenance of mailing equipment, and procurement of general office supplies.
- Provide emergency after-hours phone support as needed during widespread outages and other emergencies.
- Assist other division personnel as required, including but not limited to: monthly account reconciliation, processing of journal entries, annual audit preparation, regulatory reporting including the annual Public Service Commission reports, etc.
- ~~Attend and assist with utility-sponsored public events, prepares educational materials and participates in outreach~~

~~events.~~

- ~~Greet and direct visitors. Answer, direct, and route telephone calls and messages.~~
- ~~Provide backup assistance~~ Provide~~to share~~ information ~~with~~to customers regarding their accounts over the telephone, ~~by email, and in-person.~~
- ~~Provide backup assistance~~Assis~~fort customers with general inquiries, including high bill complaints and questions about utility policies. Document all inquiries and complaints.~~
- ~~Prepare work orders, customer inquiries, complaint forms, and service applications.~~
- Assist ~~electric, wastewater and water divisions~~all other Stoughton Utilities divisions as required.
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Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma, associate degree in accounting or business, with ~~three~~ 3-years of experience related to financial/accounting operations, preferably in a municipal or ~~utilities~~ utility environment~~accounting experience~~, required, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Working knowledge of Microsoft Windows and other computer software used in a business environment, including but not limited to Microsoft Word, Excel, and Outlook, and automated accounting, financial, and billing systems.
- Valid motor vehicle operators license is required, or the ability to obtain independent transportation for required training and events.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.
- Ability to explain, inform, demonstrate and clarify to others within well-established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests from others.
- Ability to utilize a wide variety of advisory data and information such as work orders, financial statements, police reports, customer billing information, billing reports and statements, financial reports and ledgers, accounting systems, computer software operating manuals, ~~City~~ city and utility policies and procedures, guidelines, routine and non-routine correspondence, Public Service Commission of Wisconsin (PSCW) rules and regulations, ~~municipal code, guidelines, and correspondence~~and safety rules and manuals.
- Ability to communicate in writing and orally ~~and in writing~~ with customers, department and all levels of City personnel, financial auditors, bank personnel, accounts payable vendors, and the general public.
- Ability to prepare letters, statements, notices, memos, narrative and statistical reports, and other correspondence using prescribed formats according to accepted rules of punctuation, grammar, and style.
- Ability to maintain confidentiality in relation to all employee and customer information.

Mathematical Ability

- Ability to perform addition, ~~and~~ subtraction, multiplication, ~~y~~ and division~~de;~~, ~~and~~ calculate percentages, fractions, and decimals; and interpret and develop basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to apply facts and principles for developing approaches and techniques to problem resolution.
- 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 office equipment and machinery requiring simple but continuous adjustments, such as computer ~~terminal~~workstation, calculator/adding machine, cash register, postage meter, photocopier, paper cutter, hand punch, ~~and~~ telephone, and other items used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as typing.
- 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.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses little to no risk of injury.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature	Supervisor's Signature
Date	Date