

DUTIES DESCRIPTION RECORD

DDR. 91-15100

Department Position Title	ACCOUNTANT (EMPLOYEES ASSOCIATION)	Position Grade	28 A
System	JOINT	Position Code	2.10
Division		Number of Positions	

Summary Duties

Maintains, adjusts, balances, audits, and prepares reports on Water and Power Employees' Association financial accounts; develops and implements accounting procedures and reports; and performs related duties.

Illustrative Duties

Maintains, adjusts, and balances and prepares reports on the financial accounts for such Water and Power Employees' Association activities as cafeteria and auto part operations, appliance financing, insurance receipts and payments, welfare contributions and loans, benevolence loans, general sales, sanitarium contributions and services, entertainment and publicity; develops and implements accounting procedures and reports for such activities.

Prepares vouchers detailing expenditures; checks vouchers prepared by others for extensions and proper payment; classifies receipts and vouchers and posts to proper journal accounts.

Computes refunds on appliance loan contracts and computes taxes, insurance premium payments, inventories, depreciation, and distribution of donor's welfare plan collections to welfare agencies.

Prepares daily recapitulations of cash receipts and posts to proper accounts and funds; makes interfund adjustments and transfers; reconciles bank statements; inspects and reviews receipts, vouchers, subledger postings, and computations of clerks prior to posting to general ledger.

Takes trial balances, closes, balances and adjusts accounts periodically; prepares operating reports such as profit and loss statements, balance sheets, treasurer's reports, and comparative statements for each fund.

Prepares reports for tax exemptions and social security, income, withholding, and unemployment tax for federal government and franchise disability, unemployment, and sales tax for state government.