



**NOTICE OF JOB OPENING  
POWER DEPARTMENT  
ANALYST/ACCOUNTANT**

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**Posting Date:** January 6, 2022  
**Department:** Power  
**Reports to:** Power Director  
**Salary Range:** Grade E-05 (Starting Salary \$31.46 per hour)  
**Position Type:** Full-Time, Exempt  
**How to Apply:** Applications available at [www.bountifulutah.gov](http://www.bountifulutah.gov) (CITY APPLICATION REQUIRED)  
Send to: Human Resources, 795 South Main Street, Bountiful, Utah 84010  
Email: [jobs@bountiful.gov](mailto:jobs@bountiful.gov)  
**Application Deadline:** Thursday, January 20, 2022

**Overview:**

Provides analytical, accounting and financial services for the Light and Power Department. The ideal candidate will have strong demonstrated analytical skills with education and/or experience in accounting.

**Essential Responsibilities:**

- Responsible for the development and presentation of the Department's annual financial budget, working with the Department Director and other department and City employees to prepare and update budget spreadsheets, word documents, drafts, rates, fees, deposits, and other items as needed.
- Prepare monthly financial analysis and budget reports and present them to the Power Commission.
- Input and proofs Department payrolls. Create and input Department journal entries. File State sale tax and other reports. Review and code all Department invoices, disbursements, charges, check requests, etc. Manage Department petty cash. Assist with customer billing corrections, system damage billings, etc. Update solar customer report and create other spreadsheets and reports as needed. Responsible for correct and proper accounting applied to all items handled.
- Organize, oversee, and reconcile the transmission & distribution inventory and the plant inventory at fiscal year-end. Work closely with the City Finance Department with the accounting of all departmental distribution and transmission equipment, plant equipment, buildings and land throughout the year as needed.
- Prepare or assist with reports required by Federal, State, City, and other agencies including the Federal Energy Regulatory Commission, Federal Emergency Management Agency, Utah Associated Municipal Power Systems, the Department's portion of the City's Annual Consolidated Financial Report, bonding and bond rating agencies, and others as needed.
- Assists with public inquiries, customer service requests and billing inquiries, daily business concerns, and Customer Relations.
- Assists with the duties of, and consults with, the Department Director, Superintendent of Operations, Power System and Generation Superintendent, Engineering, and other Department employees as needed.
- Assists with day-to-day operations of the office and directly supervises the Department's Purchasing Agent and Customer Service personnel, inventory control, and outside custodial services.

**Knowledge, Skills and Other Characteristics:**

Requires basic Math skills as well as a skillful, working knowledge of budgetary practices and policies.

Must have a demonstrated ability with Microsoft Excel.

Ability to use word processing and presentation software.

Ability to communicate effectively and persuasively both verbally and in writing with governing boards, citizens, and employees.

**Critical Skills-Expertise:**

- Maintain a high standard of accuracy in all aspects of the job.
- Solve problems and make decisions using facts and good personal judgment.
- Work well with various kinds of people.
- Work well in sometimes stressful, high-pressure situations.

**Physical Requirements:**

This position requires some light physical effort. It may include frequent lifting of up to 10 lbs. and occasional lifting of up to 25 lbs. Some bending, stooping, and/or lifting will be required. Considerable walking may be involved.

**Education and Experience:**

Bachelor's degree in Accounting, Business Administration, or other professions related to financial management and three (3) years full-time paid employment, or a combination of education and experience. Utility background preferred.

Must have a valid Utah Driver's License and be able to pass a criminal background check, drug test and driving record check.