City of Dallas
Classification Specification

Title:	**Audit Accountant**	**Class Code:**	**18024**
Application:	**Single Classification**	**Pay Grade:**	**M**
Supplemental/Code:	**Professional/2**	**Established:**	**10/1/94**
FLSA Status:	**Exempt**	**Revised:**	**01/01/09**

Position Purpose:

Oversees the collection and forecasting of utility franchise revenues to ensure that the City is properly compensated for the use of its public rights-of-way.

Essential Functions:

1. Estimates future franchise fee revenues based upon statistical methods, recent usage, rate changes, and usage fluctuations for budget planning; reviews budget variances and modifies revenue forecasts.
2. Monitors franchise fee payments received to ensure compliance with franchise requirements.
3. Advises City Cash Management of the time and amount of expected major franchise fee payments to permit their planning of optimum fund usage.
4. Perform and supervise audits of franchise accounts to assure that the City promptly receives the full amounts due.
5. Reviews all financial reports and rate filings by franchisees and advises management and the City Attorney's Office of probable impact on the city; analyzes franchise applications and makes approval recommendations to management.
6. Supervises including assigning work, scheduling, training, evaluating performance and other personnel actions to ensure productivity and quality standards are maintained.
7. Reviews proposed utility legislation in order to advise management on its impact on the City.
8. Regular, reliable and punctual attendance is an essential function of the job.

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Knowledge, Skills, and Abilities Required to Perform Work:

Thorough knowledge of regulatory requirements for utilities and cable operators.

Knowledge of the General Accepted Accounting Principles (GAAP) and Government Auditing Standards (GAS).

Knowledge of business law.

Ability to analyze complex financial reports.

Ability to communicate effectively and diplomatically, both verbally and in writing.

Ability to supervise subordinate staff.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards:

Normal office conditions.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.