



Accountant

Department/Division:	Accounting
Reports To:	Finance Manager
Provides Direction To:	Not Applicable
FLSA Exemption Status:	Non-Exempt
Effective Date:	12/19/2024

GENERAL PURPOSE

Under general direction, the Accountant will perform complex professional accounting and financial analysis duties in the preparation and maintenance of financial records and reports for various District accounts and funds; serves as department liaison to other District departments with respect to understanding accounting documents and financial reports; perform advanced-lead and technical financial and statistical reporting related to maintaining the District's general ledger including preparing month end and year end journal entries, reports and assist with annual audit; provide technical assistance to the Finance Manager, CFO and other departments; and to perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is differentiated from the Accounting Specialist series in that this is the advanced-level classification in the Accountant series responsible for performing the more difficult and complex tasks and assignments. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Works directly with staff in maintaining the District's general ledger, fixed asset ledger and all subsidiary ledgers. Prepares various journal entries; reconciles accounts to the general ledger.
- Completes and/or assists with bank account reconcilements and prepares easy to understand spreadsheets summarizing data from the financial system.
- Prepares and processes a variety of bi-weekly, monthly, quarterly, and year-end reports; assembles, prepares, and analyzes a variety of data.
- Provides technical support with organizing and reviewing District payroll processes and providing payroll assistance as needed.
- Oversees and/or prepares accounts receivable invoices, journal entries, and reports.
- Prepares financial statements for annual audit; provides assistance to outside auditors.
- Reconciles and transfers funds from remote site bank accounts to general bank account.
- Posts and reconciles daily banking activity.
- Performs special projects, as assigned.
- Assembles, matches, sorts, tabulates, checks, and files numerical data.
- Uses computer systems to compile information or create documents relating to

- customers' transactions; processes customer refunds; records taxes and liens.
- Uses spreadsheet software to keep financial records and process documents involved in financial transactions; processes invoices for payment.
- Assists in investigating complex accounting variances.
- Researches and resolves difficult and complex account record keeping issues.
- Records fixed assets from development and CIP projects.
- Performs all of the duties of Accounting Specialists I, II and III, as required.
- Creates correspondence.
- Keeps abreast of new laws and regulations affecting area of responsibility.
- Participates in District safety meetings.
- Maintain prompt and regular attendance.
- Performs other related duties, as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

- The principles, practices, and methods of business, accounting and financial record keeping at an advanced level.
- Reporting requirements for both federal and state taxes.
- Job costing practices and procedures.
- Basic English usage, spelling, grammar, and punctuation.
- Modern office practices, equipment, and procedures.
- Personal computer operation and related software applications including advanced level Microsoft Office, e-mail, accounting and payroll software programs and web-based communication tools.
- Statistical and record keeping methods.
- Safe work practices.

Ability to:

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- Safe work practices.

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education: Bachelor's degree from an accredited college or university in finance, accounting, business administration or a closely related field.

And

Experience: Three (3) years of progressively responsible experience in fiscal, statistical, and computerized financial record keeping including accounts receivable, accounts payable, payroll, and general ledger reconciliation and reports. Experience in a lead capacity is highly desirable.

Licenses, Certificates; Special Requirements:

Must possess an appropriate valid Class "C" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, an incumbent is regularly required to use hands and fingers to handle or feel. The incumbent is frequently required to talk, hear, and to sit and reach with hands and arms. The incumbent is occasionally required to stand, walk, climb, or balance and stoop, kneel, crouch or crawl. The incumbent must regularly lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.