

ACCOUNTANT

DEFINITION

Under general direction of the Finance Director; performs a variety of professional accounting work in support of District financial, accounting, and related administrative functions. Assists with performance audits of District functions and services; assists with internal control reviews; coordinates and trains record keeping support staff; provides recommendations on Financial Information System (FIS) needs for the District; and performs other duties as assigned.

EXAMPLES OF DUTIES

The duties listed below are illustrative only and are not meant to be a complete exhaustive listing of all of the duties and responsibilities of the Accountant classification:

Accountant Duties:

- Plans, organizes, and coordinates daily accounting functions and assignments.
- Sets up accounts for general ledger posting.
- Reviews and ensures the accuracy of accounts payable, accounts receivable, and general ledger postings.
- Prepares month-end and year-end journal entries and account reconciliations.
- Prepares periodic financial reports and statements.
- Performs periodic audits of internal accounting records to insure accurate controls.
- Assists with annual audits conducted by outside auditing agencies.
- Assists District management with long range financial planning, protection of District assets, and maintenance of budget controls.
- Gathers, prepares, and distributes financial data and projections for the preparation of the District budget.
- Assists with coordination of fiscal record keeping for billing support staff.
- Monitor budget activity, proper expenditure coding, document preparation and other accounting related activities. Prepare work papers, financial statements and various reports for State, Federal, and other agencies as well as inter-department accounting and for internal staff.
- May train and assign work to the Accounts Clerk I/II classifications.
- Performs special analytical studies as directed.
- Assists with accounts payable, accounts receivable, payroll and cash receipts duties as needed.
- Develops queries of accounting system data base and develops custom reports.
- Prepares monthly department manager reports with actual compared to budget narrative.

Typical Physical Activities:

- Communicates with District Board members, outside agencies, co-workers, and the public.
- Makes written and oral presentations.
- Regularly uses a telephone for communication.

- Uses office equipment such as computers, scanners, copiers, printers and FAX machines.
- Sits for extended periods of time.
- Hearing and vision within normal ranges.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of budgeting, accounting, finance, investment, and development and maintenance of fiscal controls.
- Laws, rules, ordinances, and legislative process controlling District financial functions and operations.
- Generally Accepted Accounting Principles.
- Principles and practices of auditing.
- Financial Information Systems.
- Investment principles and practices.
- Principles and practices for handling confidential or sensitive information.
- Work coordination principles.
- Microsoft Office Suite.

Ability to:

- Plan, coordinate, and perform professional accounting work related to the maintenance and development of District financial, accounting, budgeting, and management information systems.
- Provide work coordination for fiscal record keeping with support staff.
- Assists with District budget development and fiscal controls.
- Maintain and update ledgers and journals.
- Prepare a variety of financial reports and statements.
- Effectively and appropriately execute confidential tasks.
- Communicate successfully during presentations of financial data.
- Provide advice and consultation on the development of District Financial Information Systems.
- Effectively represent the District's financial functions with internal staff, the District's Board of Directors, individual citizens, community groups, and other governmental organizations.
- Establish and maintain cooperative working relationships.
- Recommend computer hardware and software improvements to management.

QUALIFICATIONS

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Required License/Certificate/Registration/Experience:

- Education: The minimum qualification for this position is a Bachelor's degree with major coursework in Finance, Economics, Accounting, or a related subject desirable.
- Experience: Five (5) years of increasingly responsible work experience in performing professional financial analysis, accounting, management information system development, and budgeting work.

Licensure:

- Driver's License: Possession of a valid California (Class "C") Driver's License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
- Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

The specific statements in each section of this job description are not intended to be all-inclusive. They represent typical elements and are necessary to successfully perform the job.