

Title: **ACCOUNTANT**

Salary Code: 19
Effective Date: 08/01/13
FLSA Designation: Exempt

GENERAL DESCRIPTION

Under general direction, maintains the District's financial accounting records and performs a variety of duties related to the financial and accounting work of the District. The individual in this class is fully qualified in both accounting and auditing procedures and systems. Responsibilities include developing, implementing, and using computerized applications for accounting processes and interpreting and applying laws, regulations, and policies to the District's accounting and financial methods and records.

EXAMPLES OF WORK PERFORMED

The information listed below is meant to serve as examples of the job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.

1. Maintains and/or assists with the preparation, maintenance, verification, and reconciliation of accounting ledgers, journals, and supporting records.
2. Prepares and/or reviews a variety of financial and tax reports for the District and outside agencies, including preparation of related Federal and State reports.
3. Coordinates financial activities with Federal and State agencies as directed.
4. Researches, prepares, reviews, and analyzes all types of accounts and records of financial transactions requiring the application of accounting principles, including budgetary preparation and control.
5. Plans, organizes, and completes projects involving a variety of financial analyses, reconciliations, and data accumulation.
6. Analyzes and develops or modifies manual and/or automated accounting systems.
7. Performs special cost studies, evaluations, and other projects as directed.
8. Assembles, verifies, and processes data to complete monthly, quarterly, and annual financial statements.
9. Plans and coordinates all phases of the assessment process with other departments, agencies, the Board of Directors, and the public.
10. Reviews, analyzes, and recommends a course of action on assessment matters including proposed District benefit assessment valuation schedules; evaluates and reports on the impact of laws, rules, and regulations affecting the District's assessment activities; and prepares the District's Assessment Roll and a variety of written documents.
11. Responds to and resolves problems and interprets District policies and guidelines pertaining to accounting, budgeting, and water billing issues.

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12. Accumulates, reviews, and analyzes project cost data, including drafting of written reports to the Board of Directors, including monthly financial statements, and coordinates with project managers and staff as necessary to obtain accurate and concise data.
13. Accounts for and reconciles water account balances for the District as a whole and its customers at the acre-foot level.
14. Assists with processing monthly water purchases, sales, rates, and allocation accounting.
15. Assists in monitoring the accuracy of financial transactions and records and in budget preparation and reconciliations.
16. Assists District staff with budget activity, proper expenditure coding, document preparation, and other accounting activities.
17. May participate in processes through which the District allocates various types of water among its water users.
18. May participate in the District's election process.
19. Performs other duties as assigned.

CLASSIFICATION REQUIREMENTS

Education and Experience: Any combination of equivalent education and experience that has led to the acquisition of the knowledge required by the position. A typical way of acquiring the knowledge would be:

A Bachelor's Degree in Accounting, Business Administration, or a closely related field with major coursework in accounting **and** three (3) years of professional accounting experience.

NOTE: Depending on level of experience; salary may be adjusted.

Knowledge of:

- Practices, principles, and procedures of accounting, auditing, budgeting, and financial reporting.
- Principles and methods of real property appraisal and negotiation for the acquisition, management, sale, disposal, or transfer of real property and property rights.
- State laws and regulations affecting assessments.
- Preparing, analyzing, auditing, verifying, and reconciling financial statements, accounting records, schedules, and financial information systems reports.
- Computer principles as applied to accounting systems.
- Research methods and techniques.
- Federal and State laws applicable to the payroll function.

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STANDARD REQUIREMENTS

- Depending on assignment, possession of a valid Class C California Driver's License with a driving record acceptable to the District's automobile insurance provider is required.