

Title: **CUSTOMER SERVICE ACCOUNTANT**

Salary Code: 19
Effective Date: 01/01/09
FLSA Designation: Exempt

GENERAL DESCRIPTION

Under general direction of the Supervisor of Customer Accounting, maintains the District's financial accounting records and performs a variety of duties related to the financial and accounting work of the Customer Accounting Department. The individual in this class is fully qualified in both accounting and auditing procedures and systems. Responsibilities include supervising assigned staff, 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 (Illustrative Only)

Plans, organizes, schedules, directs, and reviews the work of assigned staff in Customer Accounting Department; resolves work problems and interprets and applies District policies and guidelines; and responds to and resolves problems in communication and work processes between office and field staff.

Maintains and/or assists with the preparation, maintenance, verification, and reconciliation of accounting ledgers, journals, water supply accounts and supporting records.

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.

Coordinates financial and Reclamation Law activities with Federal and State agencies as directed.

Researches, prepares, reviews, and analyzes all types of accounts and records of financial transactions requiring the application of accounting principles, which may include budgetary preparation and control.

Plans, organizes, and completes projects involving a variety of financial analyses, reconciliations, and data accumulation including analyzing, developing, modifying manual and/or automated accounting systems.

Performs special cost studies, evaluations, and other projects as directed.

Assembles, verifies, and processes data to complete monthly financial statements.

Responds to and resolves problems and interprets District policies and guidelines pertaining to accounting, budgeting, and water billing issues.

Applies Reclamation Law and contractual requirements in order to collect water costs and comply with applicable laws, rules, and regulations.

Assists with processing monthly water purchases, sales, rates, and allocation accounting.

Assists in monitoring the accuracy of financial transactions and records and in budget preparation and reconciliations.

Assists with processing monthly water, purchases, sales, rates and allocation accounting.

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May assist in the District's election process.

May assist with the assessment process.

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 and abilities required by the position. A typical way of acquiring the knowledge would be:

A Bachelor's Degree in Accounting or Business Administration with major course work in accounting, **and** four (4) years as a Customer Service Representative or Accounting Technician; one (1) year of which must include lead or supervisory responsibilities; or equivalent.

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 deliveries of agricultural, municipal, and industrial water and the payroll function.