



ACCOUNTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under the supervision of the Director of Finance, performs technical and professional accounting work in the preparation of financial, budget and statistical records and reports, requiring application of technical accounting principles and procedures.

CLASS CHARACTERISTICS

The Accountant class is a professional accounting class. The incumbent is expected to perform technical and professional work requiring an understanding of accounting principles and applications.

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 the position if the work is similar, related or a logical assignment to the class.

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

Coordinates development and administration of the District's budget; prepares budget projections and analyses including those related to water production and sales; implements mid-year and year-end budget adjustment.

Conducts quarterly budget variances analysis and prepares quarterly budget report.

Assists departments with budget activity, proper expenditure coding, document preparation and other accounting related activities. (All)

Coordinates the capital project budget, administers, organizes and reconciles the capital project expenditures to the general ledger along with the depreciation.

Participates in the development of computer program enhancements.

Conducts and participates in special projects and cost studies for water, sewer, and community facility district bond issues.

Reviews and posts monthly financial reports to the District web-site.

Assists the Finance Director with the reconciliation of other public agencies reports (i.e. Western, SARI, and City of Riverside).

REQUISITE ABILITIES

- a. Communicate clearly and concisely, both orally and in writing.
- b. Write reports and keeps accurate records.
- c. Analyze fiscal data and draw logical conclusions.
- d. Understand, interpret, and apply the fundamental principles of accounting, related policies and procedures.
- e. Reconcile differences within the record keeping system requiring an understanding of the relationship among accounting records and documents.
- f. Prepare manual and computerized financial reports, and maintain ledgers and journals.
- g. Operate a calculator or ten key adding machine.
- h. Communicate effectively with a variety of personnel and establish/maintain effective working relationships.
- i. Understand and follow verbal and written directions.
- j. Work independently.
- k. Perform mathematical computations.
- l. Operate a computer and use a variety of computer software.
- m. Meet the physical requirements established by the District.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Bachelor degree in accounting or finance, with at least one year of related work experience.

Knowledge and Skill Levels

Working knowledge of principles and practices of accounting and principles of financial administration including the budget process. Considerable knowledge of principles and practices of governmental financial record keeping as well as general office procedures and related laws and ordinances. Skill in Microsoft Office applications such as Excel, Powerpoint, Word, and Access.

Physical Requirements

Employees must meet the following requirements, which are necessary to successfully perform the essential functions of this class:

Communicate orally and by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals, copiers, ten key adding and FAX machines; sit for extended periods of time; have hearing and vision within normal ranges; carry, push, reach and lift up to 20 pounds; sufficient manual dexterity to perform job functions.

Special Requirements

Possession of a Class C California driver's license and a satisfactory driving record.

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

FLSA / Non-Exempt
Range 37

1300 Admin/job descriptions/reviewed 11/09