



SUMMARY

Under direction, develops, implements, monitors, evaluates, and supervises District accounting processes. Areas of responsibility include, but are not limited to, performing complex and professional accounting, playing a lead role in the completion of the annual financial audit process, developing and maintaining internal financial reporting, and providing grant and fund oversight. Maintains accounting processes and systems. Performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher-level Finance management staff in Administrative Services. May provide technical and process-focused guidance to other accounting and District staff in relation to accounting-related processes, but will not directly supervise staff.

DISTINGUISHING CHARACTERISTICS

The Accountant is an individual contributor role, though providing technical guidance of staff may be required. The Accountant is responsible for the District's Accounting and Treasury functions. Performance requires working independently and demonstrating initiative and discretion. This classification is distinguished from the Finance Officer and Administrative Services Manager roles in that it is focused on the District's Accounting function, while the aforementioned roles are responsible for all Finance functions and, in the case of the Administrative Services Manager role, Human Resources, and Information Technology functions as well.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Responsible for administering the District's general ledger and related financial reporting; monitors and reconciles a variety of accounts, ledgers, reports, and schedules, including bank accounts and District reserves, capital and non-capital inventories, and deferred revenue schedule.
2. Monitors and maintains the general ledger application and ensures the accurate and complete transmission of information received from systems that provide source accounting data; coordinates with vendors and internal IT support and customers to ensure optimal general ledger application operations.
3. Oversees implementation of District audit processes and coordinates with the audit partner to facilitate audits; assists in developing solutions pursuant to auditor recommendations.
4. Monitors and coordinates the preparation, balancing, and reconciliation of journals, ledgers, and other accounting records, including general ledger accounts and fixed assets reports; prepares or directs the preparation of records and reports for submission to various regulatory and other governmental agencies.
5. Supports the establishment of internal control procedures and monitors compliance with them, and ensures that accounting standards are met.
6. Provides technical accounting guidance to others whose work contributes to the accounting process; plans and conducts in-service training programs; monitors status of required licenses and certifications.
7. Works collaboratively with other Finance staff and departments; confers regularly with other supervisors and managers.
8. Serves as District representative with external organizations; attends and/or speaks at meetings, community and professional functions, and conferences, as assigned.
9. Assists in developing and implementing policies, procedures, and staff training.
10. Performs administrative tasks, such as attending and scheduling meetings, preparing reports, and maintaining records.
11. Assists with District special events as needed.
12. Performs other related duties as assigned.



QUALIFICATIONS

Education and Experience:

- Bachelor's degree in accounting, finance, business, or public administration, or a related field is required;

AND

- Three years of relevant experience;

OR

- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

Knowledge of:

- Principles, practices, methods, and techniques of planning, developing, implementing, and evaluating accounting functions.
- Principles and practices of public agency accounting and finance, including general and governmental accounting, auditing, and reporting functions.
- Relevant rules, regulations, policies, and procedures.
- Bank reconciliation processes.
- Relevant occupational hazards and standard safety practices.
- Modern office practices, methods, and computer equipment and applications.
- Principles and practices of process management, including process design, implementation, and training.

Ability to:

- Plan, organize, administer, coordinate, review, evaluate, and participate in comprehensive public agency accounting functions, with a particular focus on internal financial reporting and annual financial audits.
- Provide guidance to staff pertaining to accounting functions and processes, including all who contribute data to the accounting process.
- Work with IT support and other District staff to effectively administer the District's accounting system and its interfaces with sources of accounting information beyond the Accounting application, including but not limited to Recreation and Payroll/HRIS software .
- Plan and develop accounting policies and procedures.
- Prepare and maintain clear and accurate financial reports, correspondence, policies, procedures, and other written materials.
- Maintain confidentiality.
- Analyze complex accounting and/or fiscal issues and recommend resolutions.
- Verify the accuracy of financial data and information.
- Understand, interpret, and apply all relevant laws, codes, regulations, policies, and procedures.
- Analyze situations and identify pertinent problems/issues, collect relevant information, evaluate options, and recommend/implement appropriate course of action.
- Speak effectively in public.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Use English effectively to communicate in person, over the telephone, and in writing.



Licenses and Certifications:

- Certified Public Accountant (CPA) credential is desirable.

PHYSICAL DEMANDS

Must possess: mobility to work in a standard office setting and use standard office equipment, including a computer and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity needed to access, enter, and retrieve data using a computer keyboard, calculator, and to operate standard office equipment. Occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Ability to lift, carry, push, and pull materials and objects up to 40 pounds or heavier weights with assistance and/or the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents typically work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

WORKING CONDITIONS

Incumbents may be assigned an irregular work schedule, including weekends, early mornings, evenings, and holidays.

PRE-EMPLOYMENT CONDITIONS

- Department of Justice fingerprint clearance.
- TB Test

CLASSIFICATION DETAILS/HISTORY

Job Code: 7484L/PT872

FLSA Status: Non-Exempt

Supersedes: Updated 6/15/23