

BEAR VALLEY CSD

JOB DESCRIPTION

JOB TITLE: ACCOUNTANT I - II
DEPARTMENT: ADMINISTRATION
REPORTS TO: ADMINISTRATIVE SERVICES DIRECTOR

JOB SUMMARY:

Under direction of the Administrative Services Director, the Accountant I performs complex paraprofessional accounting work, processes payroll, and creates and maintains records regarding District funds. The position will also perform a variety of accounting duties such as: creating general ledger journal entries, cash management, processing of accounts payable, accounts receivable, utility billing, assisting in the preparation of a variety of financial reports and performing a variety of duties relative to assigned areas of responsibility including detailed accounting analyses, maintaining fixed asset records, assist with planning, development, preparation and monitoring of the District budget, assists with the audit process, investments and financial reports.. The position also supports daily customer service functions.

DISTINGUISHING CHARACTERISTICS:

Accountant I: This entry level Accountant position performs a broad range of accounting duties under close supervision. It is distinguished from the Accountant II position by the experience and educational level requirements.

Accountant II: This journey level Accountant position independently performs a broad range of accounting duties with occasional supervision. It is distinguished from the Accountant I position by the experience and educational level requirements.

SUPERVISION RECEIVED/EXERCISED:

Accountant I - II receives direction from the Administrative Services Director. Accountant I - II does not perform any supervision of any classification.

ESSENTIAL FUNCTIONS STATEMENTS:

Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledges, skills, and other characteristics. This list of duties is illustrative only, and is not a comprehensive listing of all functions and tasks performed by this position.

ESSENTIAL FUNCTIONS:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address agency needs and changing business practices.

Subject to final approval by the Board of Directors

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- Performs complex and responsible payroll processing including verification of payroll deductions, reconciliation of payroll accounts. Audits, identifies and resolves issues, reconciles and balances assigned payroll general ledger accounts.
- Performs technical payroll activities associated with benefits and retirement programs.
- Develops, reviews, reconciles and compiles information for filing of quarterly and annual payroll tax reports, prepares W-2, DE-9, 941, 1099 and similar forms and reports within mandated time frames.
- Develops, reviews, updates and/or distributes specialized reports and spreadsheets; compiles, calculates and analyzes data and information from a variety of sources; reviews and audits reports, identifies discrepancies, notifies supervisors and other appropriate sources and ensures that issues are resolved quickly and accurately; distributes reports to internal and external sources in a timely manner.
- Performs a variety of accounting duties and reviews a variety of financial and account documents for completeness and accuracy; reconciles general ledger accounts and prepares appropriate journal entries; reconciles discrepancies and makes adjustments on accounts payable and accounts receivable.
- Performs accounts payable functions, including processing insurance payments, credit card payments, legal fees, various vendor accounts, petty cash transactions; receives and reviews invoices; compares invoices to purchase orders; ensures proper authorization and compliance with District policies and procedures; confers with related departments when needed.
- Performs accounts receivable functions including tracking payments, mailing invoices and statements, and posting revenues and receivables.
- Collects fees and other monies for District services; issues receipts; prepares and enters cash receipts in the general ledger; prepares bank deposits.
- Records and processes tax revenue receipts
- Analyzes, verifies and reconciles accounts and records and processes adjusting entries; performs reconciliation of District bank accounts and resolves discrepancies.
- Assists in the development, preparation and administration of the District annual budget; assists in coordination and monitoring of the budgeting activities of other departments
- Provides assistance during the annual audit by outside auditors
- Provides support in maintaining and ensuring adherence to District internal control procedures and accounting standards.
- Provides a friendly customer service atmosphere.
- Other duties as assigned

Accountant II:

The Accountant II is required to perform all of the Essential Functions and possess the Knowledge & Abilities of Accountant I. In addition, the Accountant II:

- Participates in the annual closure of District financial records; reviews and analyzes reports for accuracy and appropriateness of adjusting and closing entries
- Assists in the preparation of all District required financial reports; prepares statements and schedules.
- Provides high level assistance in the development, preparation and administration of the District annual budget, providing information, projecting budget expenditures and performing financial analyses.
- Coordinates with the county assessor for the collection of special taxes and assessments
- Performs and maintains the inventory on all fixed assets and the systems and reports connected with fixed assets.

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- Prepares a variety of special financial reports as needed and performs research studies, account analysis and special projects as assigned.

EDUCATION, EXPERIENCE & TRAINING:

Any combination of education, training, and experience that would likely provide the required knowledge and abilities may be considered qualifying at the sole discretion of the Employer. A typical combination would be:

Education:

Accountant I: Equivalent to graduation from a U.S. high school or passing score on the General Education Development (GED) exam. Associate's degree or college level course work in accounting, bookkeeping or a related field is preferred.

Accountant II: Bachelor's Degree from an accredited college or university with a major in accounting, economics, finance, business or public administration.

License or Certificate:

Accountant I: Possession of or ability to immediately obtain a current and valid Class C California Driver's License and maintain a clean driving record.

Accountant II: Possession of or ability to immediately obtain a current and valid Class C California Driver's License and maintain a clean driving record.

Experience:

Accountant I: Three (3) years of increasingly responsible accounting or bookkeeping experience. At least one (1) year experience in the public sector is desirable. Work history in a multi-tasking environment with specific imposed deadlines and requests to provide information to various department managers and employees.

Accountant II: Five (5) or more years of increasingly responsible accounting or bookkeeping experience. At least one (1) year experience in the public sector is desirable.

KNOWLEDGE & ABILITIES:

Accountant I:

Knowledge of:

- Basic auditing and financial reconciliation procedures and practices
- Principles and practices of accounting including accounts payable, accounts receivable and payroll processing
- Public agency reporting procedures; federal, state and local governmental required reporting, including payroll deduction liabilities
- Modern office procedures, methods and equipment including computers
- Financial software systems and network-based and internet-based computer applications
- Methods and techniques of general ledger reconciliation
- Principles and procedures of financial record keeping and reporting

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- Basic mathematical principles
- Applicable federal, state and local laws
- Methods and techniques for record keeping and report preparation and writing
- Proper English, spelling and grammar
- Occupational hazards and standard safety practice
- Office procedures, methods, and equipment including computers and applicable software applications

Ability to:

- Perform basic accounting functions.
- Assure confidentiality regarding payroll information
- Interpret, explain, and enforce District policies and procedures and all other applicable laws, rules, and regulations
- Maintain pertinent records and compile data into written reports
- Understand and accurately use the District's Chart of Accounts, system of accounting funds and oversee the maintenance and reconciliation of all general ledger accounts.
- Prepare clear, concise and complete financial statements, reports and written materials
- Interpret, explain and apply applicable laws, codes, and regulations
- Read, interpret and record data accurately
- Logically solve problems
- Multi-task and work with numerous interruptions.
- Operate office equipment including computers and supporting software applications
- Adapt to changing technologies and learn functionality of new equipment and systems
- Communicate clearly and concisely, both orally and in writing
- Accept correction and constructive criticism and apply it to performance
- Establish and maintain effective working relationships with all levels of employees and customers
- Respond to community issues, concerns and needs in a tactful and courteous manner
- Organize, prioritize and follow-up on work assignments
- Work independently and as part of a team
- Make sound decisions within established guidelines

Accountant II:

The Accountant II is required to perform all of the Essential Functions and possess the Knowledge & Abilities of Accountant I. In addition, the Accountant II shall have:

Knowledge of:

- Principles and practices of general fund, and governmental accounting including financial statement preparation and methods of financial control and reporting.
- Laws and regulations relating to the financial administration of public agencies.
- Principles and practices of information technology particularly related to the processing of accounting and financial information
- The operations, requirements and codes of the District's general ledger system

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Ability to:

- Analyze complex financial and information system issues, make adjustments to standard operating procedures as necessary to improve organizational effectiveness
- Perform complicated mathematical calculations and analyses
- Analyze complex budgets
- Attend evening meetings as required

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands may include: Vision in the normal range with or without correction; hearing in the normal range with or without correction; speech adequate to communicate in person and by telephone; the ability to sit, stand, walk, bend and reach; maintaining physical condition necessary for sitting for prolonged periods of time; working closely with others; working long periods of time and irregular hours; use of hands and fingers to operate a computer keyboard and 10-key calculator, and communicate through written means; strength to lift and/or move up to 15 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties of this position are generally performed under work conditions found in a typical indoor office environment. Travel to and work at out-of-office locations may be required. The work week schedule may require occasional attendance at meetings and events on evenings and occasional weekends. The noise level of the work environment is usually moderate.

DISASTER SERVICE WORKER:

In accordance with Government Code Section 3100, District employees, in the event of a disaster, are considered disaster service workers and are required to report for duty and respond accordingly.

FLSA:

This is a Fair Labor Standards Act (FLSA) non-exempt position.