



ACCOUNTANT

FLSA Status: Non-Exempt
Adopted: March 2006

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.

GENERAL DEFINITION

The Accountant applies generally accepted accounting principles (GAAP) to analyze financial data, prepare financial reports, and complete tasks. Plans and executes the District's daily accounting operations, including accounts receivable, accounts payable, general ledger, financial reporting, payroll processing, and related work as required.

DISTINGUISHING CHARACTERISTICS

The Accountant works under the general direction and guidance of the Director of Finance.

TYPICAL DUTIES AND RESPONSIBILITIES

- Conducts fiscal transactions in conformity and compliance with generally accepted accounting principles, practices and procedures
- Completes reconciliations of bank, general ledger, and subsidiary ledger accounts
- Compiles and reviews general ledger account reconciliation, monthly journal entries, accounts receivable and accounts payable and other related tasks to ensure proper posting
- Executes the District's payroll and accounts payable
- Provides highly responsible and complex administrative support to the Director of Finance
- Prepares fiscal and periodic budget reports as well as feasibility studies and account analyses
- Provides support and assistance to independent auditors during annual audit and review of financial transactions
- Prepares, reviews and analyzes a variety of financial reports and statements including general ledger, bank reconciliation, budget variances, monthly and annual reports
- Analyzes fiscal transactions and records to ensure conformity and compliance with GAAP, GASB and other related principles, procedures, practices, codes and ordinances
- Ensures records and other types of documentation are properly maintained
- Notes all discrepancies to files and makes recommendations to correct to the Director of Finance
- Collects appropriate data, prepares and files all federal, state, local and District tax reports including preparation of year end 1099 and other periodic filings
- Coordinates activities with other departments as well as answers inquiries from the public and employees
- Performs other duties as required

SPECIAL REQUIREMENTS

Essential Functions:

These functions may be performed with or without reasonable accommodation:

- Speak English clearly and understandably
- Ability to review reports and correspondence quickly and accurately
- Use dexterity and vision necessary to operate computer equipment with a high degree of productivity and accuracy
- On a continuous basis, incumbents must sit at a desk and in meetings for long periods of time
- Intermittently twist and bend to reach equipment in their work area
- Perform simple gripping, grasping and fine manipulation. In addition perform repetitive keystrokes on both a computer keyboard and 10-key adding machine
- Use a telephone and communicate through written and electronic means
- Develop and maintain cooperative relationships

QUALIFICATIONS

Knowledge of:

- Principles and practices of general, fund and government accounting, budgeting and finance including generally accepted accounting principles
- Methods and techniques of internal auditing and accounting
- Computer spreadsheet and accounting systems software, as well as word processing, and graphic software programs
- Office methods and procedures
- Methods and techniques of administrative analysis
- Administration of payroll and tax-related issues
- Application of data processing in accounting including data input, data reporting, analysis, and procedures.

Ability to:

- Analyze, interpret, and explain financial policies and procedures
- Prepare accurate and timely financial products, statements, and reports
- Compile, correlate and analyze a large volume of written and electronic data
- Conceive, propose, implement and maintain accurate and sound fiscal procedures and records
- Conceive and effectively propose solutions to problems
- Read, comprehend and interpret rules and regulations regarding governmental operations
- Establish, maintain and foster cooperative working relations with others
- Express self clearly and concisely in written and verbal communication; operate a computer
- Effectively train and/or educate other employees
- Perform duties on a regular and consistent basis
- Apply information system technology
- Organize efficiently and effectively
- File efficiently and accurately

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to a four-year degree in accounting, business, finance or closely related field.

Experience:

Three to five years of progressively responsible accounting experience, preferably including at least two years of local government or non-profit agency experience. Experience with Fund Balance preferred. Experience with electronic payroll processing preferred.

LICENSES AND/OR CERTIFICATES

Must possess and maintain a valid California drivers license.