

ACCOUNTANT/OFFICE SUPERVISOR

DEFINITION

Under the general supervision of the Director of Finance & Business Services, supervises the work of accounting and customer service staff; performs specialized and complex technical, clerical and administrative activities in assigned areas, such as payroll, customer service, utility billing, accounts receivable, accounts payable, bank account reconciliation, inventory, and purchasing; maintains a variety of financial accounting and statistical records; and, performs related duties as assigned.

CLASS CHARACTERISTICS

This is a professional classification responsible for a variety of supervisory, technical and clerical accounting and office duties requiring knowledge of standard accounting principles and methods and the ability to interpret and apply a variety of District policies and procedures. The Accountant/Office Supervisor performs a full range of duties with minimal supervision and instruction and is expected to exercise sound judgment within established guidelines. Incumbent is expected to be well versed in all aspects of the District, especially for how they all integrate into the computerized system and may have financial impact. Incumbents train other staff and may be cross-trained in several areas, including Human Resources, CSR II and Accounting Clerk duties. Incumbent provides supervision and training over designated staff on daily and specific tasks or projects.

CLASS INFORMATION, SUPERVISION RECEIVED AND EXERCISED

Supervised by:	Director of Finance & Business Services
Exercises Supervision over:	Accounting Clerk, CSR I/II, Field CSR I/II
MOU:	Management, Supervisory & Confidential
Status:	Full-time, hourly, non-exempt

ESSENTIAL DUTIES (*Duties may include, but are not limited to, the following*):

Plans, organizes, prioritizes, and directly supervises daily accounting and customer service functions and assignments.

Assist the Director of Finance & Business Services with performance evaluations.

Reviews and evaluates work procedures, recommends improvements and maintains the effective cross training in coordination with the Director of Finance & Business Services.

Balances monthly statements from a variety of banking institutions; balances revenue and accounts receivable; researches discrepancies and makes necessary adjustments.

Prepares monthly general ledger reconciliations and generates closing journal entries

Posts receipts to the general ledger; balances to daily deposit sheets; prepares bank deposit.

Maintains and updates fixed asset records.

Oversees the computerized system; researches, evaluates and assists in implementing new technology; troubleshoots and researches anomalies; performs periodic checks to ensure that the system is functioning correctly.

Assists with preparing the annual budget and fiscal year-end audit.

Assists the Director of Finance & Business Services in investigating, studying, analyzing, and developing reports on District programs, services, operating procedures, and administrative issues.

Reviews and analyzes computerized inventory records; supervises year-end inventory count process.

Calculates and allocates employee payroll charges to work orders for job costing.

Assists in researching, developing and creating written processes and procedures.

Maintains new water service meter reviews, payments and deposit reconciliations.

Assists the Director of Finance & Business Services in the performance of periodic audits of internal accounting controls to ensure accurate financial records.

Assists with audits conducted by outside auditing agencies, reviews audit work to ensure the accuracy of the financial statement preparation, formulates recommendations, and prepares studies, analyses and reports as required.

Expected to be fully cross-trained in Human Resources to process payroll, hire or terminate employee procedures and manage or process any non-confidential employee activity. See Human Resource Specialist duties for a better idea of potential duties.

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:

- Principles and practices of business, budgeting, accounting, auditing, finance, and the development and maintenance of fiscal controls;
- Laws, rules and ordinances controlling District financial functions and operations; including some familiarity with Government Accounting Standards Board standards, practices and policies, rules and regulatory reporting requirements and some knowledge of Generally Accepted Accounting Principles and Generally Accepted Auditing Principles related to public sector financial management.
- Use of Microsoft Office programs such as Word, and Excel, Outlook and data base software at an intermediate to advanced level;
- Principles and techniques of customer service, work coordination and training;
- Basic business principles and practices including planning, organizing, assigning and reviewing work and employee training;
- Principles and practices of written communication, English grammar, punctuation and writing

ABILITY TO:

- Assist, plan, coordinate and perform professional accounting work related to the maintenance and development of District financial, accounting, budgeting, and management information systems;
- Perform technical computations, review and analyze data in order to maintain accounting records;
- Read, interpret and apply policies and procedures;
- Ability to communicate effectively both orally and in writing;
- Type, word process, use adding machines, and enter data at an acceptable rate of speed;
- Use standard office software and learn to use proprietary accounting and related programs;
- Establish and maintain effective working relationships with coworkers, supervisors, customers and others encountered in the course of business.

PHYSICAL AND SENSORY REQUIREMENTS

- Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens;
- Ability to speak and hear at normal conversational levels in person and over the telephone;
- Ability to lift and carry up to approximately twenty-five pounds; reach, bend, or crouch to use files and records;
- Manual dexterity to write legibly and to use calculators, computer terminals, and other general office machines.

TRAINING AND EXPERIENCE GUIDELINES

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

EDUCATION: Equivalent to a Bachelor's degree in accounting or related field. An Associate degree with 2+ years of related work experience.

EXPERIENCE:

Four (4) years of related experience in accounting with two (2) years supervisory experience. Preferred familiarity with governmental accounting. Experience performing accounting functions for a water district, utility agency, or other special district.

CERTIFICATIONS, LICENSES, AND REGISTRATIONS

A valid California class C driver's license must be maintained at all times.