

San Benito County Water District

Classification Unit:	Management/Confidential/Professional
Salary Range:	M-26
Last Revision:	February 2017

ACCOUNTANT

Class specification is intended to present a descriptive list of the range of duties performed by employees in this class. Specification is not intended to reflect all duties performed within the job.

DEFINITION

Under general direction; to perform professional financial and accounting work requiring a detailed knowledge of the principals and practices of enterprise, governmental and fund accounting and financial reporting systems, budgeting systems and management information systems in support of District functions; to personally perform complex accounting, auditing and analysis duties; to review accounting records, and prepare forecasts, budgets, financial reports and analysis; and to do other work as required.

ESSENTIAL FUNCTIONS

- ❖ Independently plans, organizes, coordinates and performs budgeting, banking, accounting and financial reporting functions and assignments.
- ❖ Maintains United States Bureau of Reclamation payment, water schedule and purchase records and reconciles those records and related financial data with outside agencies.
- ❖ Performs periodic audits of internal accounting records to insure accurate controls.
- ❖ Assists with audits conducted by outside auditing agencies.
- ❖ Prepares work papers, financial statements and various reports for State, Federal and other agencies, as well as for internal accounting purposes.
- ❖ Prepares fund, account group, departmental and program/project balance projections.
- ❖ Monitors budget activity, proper expenditure coding, document preparation and other accounting related activities.
- ❖ Assists in the development of management positions with respect to employer-employee relation matters including those requiring access to confidential information.
- ❖ Performs special analytical studies including rate and charge studies as directed by the Supervising Accountant.
- ❖ Reviews on an annual basis, the status of all tax levies and/or special assessments and reports status to the Supervising Accountant.
- ❖ Administers the District's payroll function, assuring compliance with District Rules and Regulations, Federal and State laws.
- ❖ Reviews and processes premium billings for various employer benefit programs, assuring proper employee coverage, effective dates, and certain benefit payments in accordance with plan conditions.

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- ❖ Assists in the development and installation of new accounting, financial reporting, budget and management information systems and in the modification to existing systems.

JOB STANDARDS/SPECIFICATIONS

Knowledge of:

- ❖ Principles and practices of governmental budgeting, banking, accounting, finance, investment, and the development and maintenance of fiscal and budgetary controls.
- ❖ Laws, rules, ordinances, and standards controlling governmental financial functions and operations.
- ❖ Computerized management information, budgetary, banking and fiscal systems.
- ❖ Investment principles and practices.
- ❖ Current office procedures, methods and equipment.
- ❖ Standard word processing, spreadsheet, and database computer applications.

Ability to:

- ❖ Independently plan, coordinate and perform professional work related to the maintenance and development of District financial, accounting, budgeting, and management information and reporting systems.
- ❖ Maintain complex accounting, budgeting and reporting systems.
- ❖ Analyze situations accurately and develop effective response plans.
- ❖ Explain District accounting procedures and fiscal management to individual citizens, community groups, government organizations, auditors, consultants, District staff, and others.
- ❖ Maintain and control access to confidential information.
- ❖ Communicate well during presentations of financial data.
- ❖ Establish and maintain cooperative working relationship.
- ❖ Make mathematical calculations quickly and accurately.
- ❖ Prepare complete, clear, concise reports.

TYPICAL PHYSICAL ACTIVITIES

- ❖ May occasionally travel by airplane and automobile in conducting District business.
- ❖ Communicates orally in face-to-face, one-to-one and group settings.
- ❖ Regularly uses a telephone for communications.
- ❖ Uses standard office equipment such as computer workstations, printers, copiers, and FAX machines.
- ❖ Sits at a desk or work station for extended time periods; intermittently twists to reach materials and equipment surrounding desk or work station.
- ❖ Lifts or carries weight of ten (10) pounds or less.

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ENVIRONMENTAL FACTORS

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

DESIRABLE QUALIFICATIONS

Any combination of experience and education (training) that would provide the required knowledge and abilities is qualified. A typical way to obtain the required knowledge and abilities would be:

- Two (2) years responsible governmental accounting experience.
- Equivalent to Bachelor's degree from an accredited college or university with major course work in accounting or a closely related field that has included a significant amount of accounting course work. Sub professional accounting technical support work may be substituted for the education on a year-for-year basis to a maximum of two (2) years, provided that the accounting core course work has been completed.

LICENSE CERTIFICATE REGISTRTION REQUIREMENT

- Possession of a valid California Class C Driver License may be required at the time of appointment and a driving record acceptable to the District's automobile insurance provider. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
- Obtain and maintain defensive drivers training certification (training provided by the District).
- Obtain and maintain CPR and First Aid training certification (training provided by the District).