

CITRUS HEIGHTS WATER DISTRICT

ACCOUNTANT

DEFINITION

To perform a variety of professional accounting duties including reconciliation of financial transactions such as accounts receivable, accounts payable, fixed assets, and general ledger accounting and payroll and monitoring financial transactions in accordance with prescribed accounting systems and generally accepted principles of accounting and auditing.

DISTINGUISHING CHARACTERISTICS

This is a journey level professional classification. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor or manager.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Prepare and monitor individual budgets and assist in the preparation of the overall District budget and updates to the Rate Model as assigned.

Prepare journal entries, general ledger and financial statements, with emphasis on the District's accounts receivable, accounts payable, payroll and fixed asset functions.

Update and maintain accurate records of customer accounts, including receivables, delinquencies, and property transactions, and may assist with maintaining the District's customer information and financial information systems.

Perform payroll responsibilities as assigned (directly or in coordination with a third party payroll vendor).

Prepare bills and notices to District customers.

Establish and maintain accurate records of vendor accounts, including vendor invoices and payments, and assist with the monthly and end of year reporting requirements.

Perform a variety of routine-to-intermediate accounting and financial recordkeeping work in the preparation of financial and statistical records and reports.

Review a variety of financial documents and reports for accuracy, and reconcile data with accounting records.

Manage vendor contracts and services related to District financial and customer service activities; receive and respond to vendor inquiries about invoices and District payments.

Respond to customer inquiries about billing and payments;

Receive and process customer payments from a variety of sources; resolve conflicts related to meter reading accuracy, delinquent accounts, disconnected accounts and billing disputes or errors.

Conduct a variety of special studies and surveys as requested.

Establish and maintain a variety of office and department files and records.

Prepare correspondence, memoranda, and other items as required.

Prepare, update and maintain procedures related to financial, customer service and vendor payment activities.

Initiate and maintain work orders related to assigned work.

Coordinate with information technology services, telecommunications services and wireless device services vendors that provide hardware, software, telecommunications and wireless support services as assigned and closely supervised by the position's supervisor.

Maintain District general ledger, closes and adjusts journals and ledgers; maintain and reconcile balances on all cash accounts; maintain depreciation schedules for all office and field equipment.

Provide assistance during annual audit as required.

Maintain a physical presence in the office which is necessary to perform essential administrative and supervisory tasks.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Financial accounting practices and techniques, including budgeting and financial audits.

Accounting principles to include thorough knowledge of applicable accounts payable, accounts receivable, general ledger, fixed assets systems and procedures, and financial chart of accounts.

Methods for the development and maintenance of filing and recordkeeping systems.

Fiscal record keeping.

Research and evaluation methods.

Payroll processes and procedures.

Modern office procedures, methods and computer equipment, including use and application of word processing, spreadsheet, and database programs.

English usage, spelling, punctuation, and grammar.

Principles and practices of safety management.

Principles and practices of customer service.

Ability to:

Understand and solve complex accounting and business issues.

Organize data, maintain records and prepare reports.

On a continuous basis, know and understand all aspects of the job; intermittently analyze financial data, work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem-solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Perform a variety of complex and responsible administrative support work.

Prepare clear, concise and comprehensive reports and correspondence.

Perform research and prepare documents and reports.

Evaluate and make recommendations on improvements to existing District operations, programs and services.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

One year of increasing complex accounting, financial and/or customer service experience. Experience working with a public agency and/or water utility is desirable, but not required.

Training:

Equivalent to the completion of a Bachelor's degree from an accredited college with major course work major course work in accounting, business administration, public administration or a related field.

License and Certificate

Possession of a valid California Class C Driver License may be required at the time of appointment. 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.

Possession and proof of a good driving record free from multiple or serious traffic violations or accidents for at least two (2) years duration is required. The driving record shall not contribute to an increase in the District's automobile insurance rates.

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FLSA: Non-Exempt