



San Juan Water District
9935 Auburn Folsom Road
Granite Bay, California 95746
(916) 791-0115
www.sjwd.org

Position Description

Accountant

Status: FLSA Non-Exempt, Confidential in nature and Non-Safety Sensitive
Supervisor: Director of Finance
Effective Date: March 6, 2018

Supervision Received and Exercised

Receives direction from the Director of Finance and may provide technical and functional supervision to assigned technical personnel.

Primary Function

To plan, administer, and perform a wide variety of professional accounting and fiscal functions; to record and report financial transactions of the District in accordance with generally accepted accounting principles; and to review accounting transactions for accuracy.

Essential Duties - *Duties may include, but are not limited to, the following:*

- Maintain and reconcile a variety of ledgers and accounts; examine accounting transactions to ensure accuracy and correct financial records as necessary; balance and reconcile the general ledger and subsidiary accounts; prepare accruals and related journal entries for review and approval.
- Plan, prioritize and review the work of staff assigned to a variety of technical and clerical accounting duties.
- Prepare and process payroll and related remittances such as payroll taxes and benefit payments, including preparation and remittance of quarterly tax reports and annual W-2's.
- Maintain employee information in various benefit databases.
- Prepare invoices for District receivables including quarterly wholesale water billing.
- Maintain vendor database.
- Prepare and/or review a variety of bank reconciliations in conformance with approved reconciliation formats, claims, reports and schedules for accuracy and completion.
- Assist with the preparation for annual audit and completion of the Comprehensive Annual Financial Report.
- Maintain and implement the District's Record Retention Policy.
- Review and audit grant contracts, amendments and other documents to ensure compliance.
- Perform the AP process following the approved procedures, or serve as primary back-up to the preparer.
- Prepare and/or review a variety of complex financial reports in conformance with internal and external requirements.
- Design, recommend and implement changes in accounting systems and procedures to Director of Finance.

- Provide support to other Finance & Administrative positions when required.
- Establish and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform additional duties as assigned.

Minimum Qualifications

Knowledge of:

- Generally accepted accounting principles; governmental accounting standards/practices.
- Understand the principles of financial administration including general ledger, accounts payable and accounts receivable.
- Extensive familiarity and comfort operating in an automated financial management systems, spreadsheet applications and related software.
- Pertinent local, State and Federal laws.

Ability to:

- Apply generally accepted accounting principles in the maintenance of financial and accounting transactions.
- Prepare a variety of financial statements, reports and analysis.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- Research, analyze and make recommendations on accounting processes and procedures.
- Apply District, State and Federal policies, procedures, rules and regulations.
- Train and direct less experienced accounting staff.
- Effectively operate computers and applicable software.
- Initiate and maintain effective safety practices.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- 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.

Education and Experience:

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:

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in accounting, business administration or closely related field.

Experience:

Five years of increasingly responsible experience performing professional level accounting, payroll, financial reporting, cash management duties and utility billing.

License or Certificate:

Possession of, or the ability to obtain and maintain, a California Driver's License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

Physical Capabilities

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 functions.

| <i>Physical Requirements</i> | <i>Rarely</i> | <i>Occasionally</i> | <i>Frequently</i> | <i>Regularly</i> |
|------------------------------------|---------------------|---------------------|-------------------|------------------|
| | <i>(0-12%)</i> | <i>(12-33%)</i> | <i>(34-66%)</i> | <i>(67-100%)</i> |
| Seeing | | | | ✓ |
| Hearing | | | | ✓ |
| Standing/Walking | | ✓ | | |
| Climbing/Stooping/Kneeling | | ✓ | | |
| Lifting/Pulling/Pushing | | ✓ | | |
| Approximate Maximum Weight to Lift | | 50 Pounds | | |
| Fingering/Grasping/Feeling | | | | ✓ |
| Describe Working Conditions | 100 Percent Indoors | | | |