

## San Benito County Water District

Classification Unit:	<b>Management/Confidential/Professional</b>
Salary Range:	<b>M32</b>
Last Revision:	<b>November 2001</b>

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### 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.

#### **Examples of Duties**

- ❖ 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 District Manager.
- ❖ Reviews on an annual basis, the status of all tax levies and/or special assessments and reports status to the District Manager.
- ❖ Administers the District's payroll function, assuring compliance with District Rules and Regulations, Federal and State laws.

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

### **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.

### **Employment Standards**

#### **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.

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### **Desirable Education and Experience**

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:

#### **Experience:**

Two (2) years responsible governmental accounting.

#### **Education:**

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.

#### **Special Requirements:**

Possession of an appropriate California vehicle operator's license issued by the Department of Motor Vehicles and a driving record acceptable to the District and its insurance providers.