

**RANCHO CALIFORNIA WATER DISTRICT  
POSITION DESCRIPTION**

**DATE:** July 1, 2019

**POSITION TITLE:** **ACCOUNTING SUPERVISOR**

**GRADE LEVEL:** M10

**SUPERVISOR TITLE:** Accounting Manager

**FLSA Status:**  Exempt       Non-Exempt

**BARGAINING UNIT:**  RCWDEA       RCWD MPCEA

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**DEFINITION**

Under general direction, to implement, participate, supervise and coordinate the complete range of accounting duties including accounts payable, accounts receivable, payroll, fixed asset accounting, and job costing, debt issuance and administration, and operating and capital budget processes for the District and other agencies that the District has contracted with to perform accounting and administrative duties. Plan and achieve timely and accurate recording and reporting of District's financial activities and other agencies. Coordinate annual audit activities and preparation of Comprehensive Annual Financial Report for the District and other agencies

**CLASS CHARACTERISTICS**

This is a full first line supervisory classification with responsibilities for performing, planning, directing, and leading a District work unit. Responsibilities consist of organizing assigned services, as well as budget and personnel administration for the assigned functional area of responsibility. Duties may include performing the most difficult and complex tasks assigned to the work unit. Positions at this level report to the assigned division manager. This job classification is represented by the Rancho California Water District Managers Professional Confidential Employees Association (RCWD MPCEA) bargaining unit

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

-  In support of the District's mission plan, coordinate, and accomplish accounting functions; recommend necessary resources, staffing, organizational structure and strategies

- ✎ Supervise, coordinate and participate in a wide range of accounting services and procedures, establish work methods and procedures; assign duties and evaluate results for the District
- ✎ Supervise, coordinate and participate in a wide range of accounting services and procedures, establish work methods and procedures; assign duties and evaluate results for other agencies that the District is contracted with to perform accounting and administrative support duties
- ✎ Recommend, implement and ensure compliance with operational policies and procedures, sound accounting principles, and proper internal control structure
- ✎ Participate in hiring, supervising, training and evaluating assigned staff; establish work standards and expectations; conduct performance evaluations; counsel and discipline employees as required
- ✎ Compile, organize, and evaluate complex financial and statistical data from various sources; prepare a wide variety of detailed and intricate analyses, reports, journal entries, account analysis, financial statements, and supporting schedules for the District
- ✎ Compile, organize, and evaluate complex financial and statistical data from various sources; prepare a wide variety of detailed and intricate analyses, reports, journal entries, account analysis, financial statements, and supporting schedules for other agencies that the District is contracted with to perform accounting and administrative support duties
- ✎ Participate in the periodic issuance of long-term debt and assist in the preparation of information and exhibits for the legal offering documents for the District
- ✎ Participate in the periodic issuance of long-term debt and assist in the preparation of information and exhibits for the legal offering documents for other agencies that the District is contracted with to perform accounting and administrative support duties.
- ✎ Ensure all debt is recorded properly in the District financial records
- ✎ Ensure all debt is recorded properly in the other agencies financial records that the District is contracted with to perform accounting and administrative support duties.
- ✎ Work with Finance Staff to properly setup and record budgetary data in the accounting software system for the District
- ✎ Work with Finance Staff to properly setup and record budgetary data in the accounting software system for other agencies that the District is contracted with to perform accounting and administrative support duties
- ✎ Develop and recommend the department's budget; participate in monitoring appropriations and expenditures
- ✎ Assist in the evaluation and procurement of necessary professional and other services for the division

- ✎ Provide complex staff assistance to higher level management staff; investigate and prepare recommendations related to operational and administrative issues
- ✎ Provide high level accounting and financial calculations and analysis relating to subjects such as job costing, revenue impacts, rate development, and labor negotiation costing, as needed in the support of higher level management.
- ✎ Play a lead role in the preparation of monthly and other financial reports, as well as periodic analysis of budget to actual for the District
- ✎ Play a lead role in the preparation of monthly and other financial reports, as well as periodic analysis of budget to actual for other agencies that the District is contracted with to perform accounting and administrative support duties
- ✎ Coordinate activities and provide information and assistance to external auditing staff for the District
- ✎ Coordinate activities and provide information and assistance to external auditing staff for other agencies that the District is contracted with to perform accounting and administrative support duties
- ✎ Prepare a variety of memoranda and correspondence
- ✎ Research updates to accounting and other applicable financial standards and provide recommendations for District implementation
- ✎ Coordinate accounting activities with those of other agencies and District functions
- ✎ Plan internal auditing of internal controls and procedures within the accounting department
- ✎ Deliver written and verbal reports to Finance and Audit Committees as required
- ✎ Perform related duties as assigned

## **QUALIFICATIONS**

### **Knowledge of:**

- ✎ Complex principles and practices of governmental enterprise accounting and cost (management) accounting
- ✎ Principles of employee supervision including training, development and performance evaluation
- ✎ Techniques of public agency budget administration
- ✎ General principles of public administration and management related to the implementation and evaluation of programs, operations and services
- ✎ Applicable laws, codes and regulations
- ✎ Personal Computers, including computer spreadsheets and ERP system
- ✎ Principles and practices of sound safety management

### **Ability to:**

- ✎ Implement and evaluate a full range of accounting duties
- ✎ Conduct highly complex financial analyses and prepare clear and concise financial statements and reports
- ✎ Evaluate operational and administrative problems and formulate effective strategies and solutions
- ✎ Communicate effectively in a professional business manner, both verbally and in writing
- ✎ Prepare detailed reports, memoranda, and correspondence
- ✎ Select, supervise, train and evaluate assigned staff
- ✎ Interpret and apply laws, codes, regulations, policies and procedures
- ✎ Exercise independent judgment and function effectively in a variety of difficult situations
- ✎ Gain cooperation through discussion and persuasion
- ✎ Ability to comply with and enforce the District's Safety, Health and Environmental policies

### **SELECTION GUIDELINES**

The appropriate knowledge, skills and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

**Experience:** Five (5) years of increasing responsible Accounting experience with a minimum of two (2) years supervisory experience/capacity or equivalent

**Training:** Bachelor's degree with major course work in accounting. MBA and/or CPA, or other similar professional accounting/financial certification(s) are desirable

### **Licenses and Certificates:**

- ✎ California Class C Driver's License, required

### **PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The essential functions of this position will require the employee to perform the following physical activities:

- ✎ Frequently use office equipment such as a computer, copier and FAX machine

- ✎ Must be able to carry, push, pull, reach and lift materials and objects up to 25 lbs.
- ✎ Extended standing, walking, sitting, reaching, stooping, and bending
- ✎ Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
- ✎ Regularly uses a telephone or radio for communication
- ✎ Ability to speak and hear both in person, by telephone, and radio
- ✎ Vision within normal ranges with or without correction
- ✎ Regular attendance
- ✎ Work in a temperature controlled office environment with moderate noise
- ✎ Occasional travel by automobile conducting District business

**OTHER REQUIREMENTS**

- ✎ This position is classified as exempt from state and federal overtime pay provisions, because the duties and responsibilities meet the requirements for exemption under the Fair Labor Standards Act. The position will be required to work varying hours, weekends and holidays as the day-to-day job duties may require

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date