

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **SENIOR ACCOUNTANT**

GRADE LEVEL: M8

SUPERVISOR TITLE: Accounting Supervisor

FLSA Status: Exempt Non-Exempt

BARGAINING UNIT: RCWDEA RCWD MPCEA

DEFINITION

Under general direction, to participate in a wide variety of accounting duties and services including internal and external independent audit functions, financial statement preparation and analysis, grant accounting activities , accounts payable, payroll, fixed asset accounting, budget development, and special district debt retirement.

CLASS CHARACTERISTICS

This is an advanced journey level classification with responsibility for providing complex support and analysis and perform high level accounting duties. May lead or provide guidance to lower level staff. Duties may include performing the most difficult and complex tasks assigned to the work unit. Positions at this level typically report to department supervisor. This job classification is represented by the Rancho California Water District Managers, Professional, and Confidential Employees Association (RCWD MPCEA) bargaining unit.

EXAMPLES OF DUTIES (Duties may include, but are not limited to, the following)

-  Coordinate and participate in a wide range of accounting services and procedures; establish work methods and procedures; and evaluate results
-  Assist with formal performance appraisals; participate in leading the account unit
-  Recommend, implement and ensure compliance with operational policies and procedures, as well as sound accounting principles
-  Compile, organize, and evaluate complex financial and statistical data from various sources; prepare a wide variety of detailed and intricate analyses, reports, financial statements, and supporting schedules for the District as well as the financial activities and reporting for various other entities that the District is contractually providing accounting administration support

- ✎ Compile, modify and analyze accounting data for grant activities including coordinating with various departments and assisting with grantor audits
- ✎ Test and document business processes for compliance with District policies and procedures and assess strengths of internal control for various accounting functions
- ✎ Gather data, develop schedules, and prepare or assist in preparation of the comprehensive annual financial report
- ✎ Perform various complex fiscal calculations including those related to water production and sales, tax assessments, and interest rates
- ✎ Research updates to accounting and other applicable financial standards and provide recommendations for District implementation
- ✎ 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 as well as for various other entities that the District is contractually providing accounting administration support
- ✎ Participate in the administration of special district tax assessment; calculate and prepare debt retirement and interest rates, as well as bond discount schedules, and prepare construction and fee reimbursements
- ✎ Work with Finance Staff to properly setup an record budgetary data in the accounting software system for the District and other agencies the District is contracted to perform accounting and administrative support duties
- ✎ Provide high level accounting and financial calculation and analysis relating to subjects such as job costing, revenue impacts, rate development, and labor negotiation costing, as needed in support of higher level management
- ✎ Respond to requests for information from the public, outside agencies and District staff
- ✎ Coordinate activities and provide information and assistance to external auditing staff
- ✎ Operate a personal computer including word processing, spreadsheet, and financial system software
- ✎ Provide professional level staff assistance to higher level management staff
- ✎ Prepare a variety of memoranda and correspondence
- ✎ Coordinate accounting activities with those of other agencies and District functions
- ✎ Be able to fill in as the Accounting Supervisor during his/her absence
- ✎ Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- ✎ Basic principles of employee supervision including training and performance evaluation
- ✎ Advanced principles and practices of governmental accounting and fiscal administration
- ✎ Public sector budget administration techniques

-  Applicable laws, regulations and codes including those related to public sector fiscal management and assessment district administration
-  Modern office methods and procedures
-  Advanced knowledge of common spreadsheet and word processing computer applications

Ability to:

-  Conduct highly complex financial analyses and prepare clear and concise financial statements and reports
-  Interpret and apply policies, laws and regulations related to fiscal administration
-  Operate standard office equipment including a personal computer
-  Prepare detailed reports, memoranda and correspondence
-  Establish and maintain effective working relationships with others
-  Communicate effectively in a professional business manner, both verbally and in writing

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: Four (4) years of professional accounting experience.

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

Licenses and Certificates:

-  California Class C Driver's License

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

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

-  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

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

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 (FLSA). 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