

**RANCHO CALIFORNIA WATER DISTRICT  
POSITION DESCRIPTION**

**DATE:** July 1, 2019

**POSITION TITLE:** **ACCOUNTING ANALYST / SENIOR**

**GRADE LEVEL:** E11 / E15

**SUPERVISOR TITLE:** Accounting Supervisor

**FLSA Status:** [ ] Exempt [X] Non-Exempt

**BARGAINING UNIT:** [X] RCWDEA [ ] RCWD MPCEA

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**DEFINITION**

Under general supervision progressing to direction, to perform a wide variety of complex paraprofessional accounting duties and analyses

**CLASS CHARACTERISTICS**

**Accounting Analyst**

This is the journey level in the Accounting Analyst class series. Incumbents perform a wide range of paraprofessional accounting duties under general supervision. Positions assigned to this classification typically require significant work experience and training in the appropriate field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

**Senior Accounting Analyst**

This is an advanced journey level classification in the Accounting Analyst series. Incumbents perform a wide range of complex and analytical paraprofessional accounting duties under direction. Because employees at this level are expected to be full trained and competent, such position typically require significantly more extensive work experience and training in the appropriate field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

**EXAMPLE OF DUTIES**

 Compile, organize, and evaluate financial and statistical data from various sources;

- prepare a wide variety of analyses, reports, statements, and supporting schedules
- ✎ Compare cost estimates for various construction and repair projects; calculate labor and material costs; monitor project progress to determine appropriate billing patterns, and process project closing requests
- ✎ Maintain a wide variety of accounts receivable; prepare monthly invoices for interagency and miscellaneous receivables, code and post cash receipts, refund overpayments, and prepare corresponding journal entries
- ✎ Perform accounting and reporting functions for a variety of District trust accounts; reconcile the District's trust accounts; create journal entries; reconcile work papers to general ledger; allocate interest earnings and record depreciation expense;; prepare for annual audits, including preparing management letters; Balance and reconcile general and subsidiary ledgers, statements, reports and bank accounts for District accounts
- ✎ Balance and reconcile credit card income on a monthly basis
- ✎ Review and process consultant invoices, change orders, and monthly progress payments
- ✎ Perform various fiscal calculations including those related to interest rates and payments, water rates, revenues and losses,
- ✎ Perform District payroll functions, including verifying accuracy of timekeeping reports, ensuring the accuracy of pay and withholdings, preparing voluntary deduction and payroll tax payments and reports, preparing a variety of payroll reports for internal and external purposes, reconciling work papers to the general ledger; preparing, reconciling, and submitting pension payments to CalPERS, preparing corresponding journal entries, generating and distributing W-2s, calculating workers' compensation and interpreting policies and procedures to managers and employees
- ✎ Balance and reconcile bank accounts, ledgers, statements, reports and process month end financial statements for other entities that the District is contractually administrating accounting functions
- ✎ Respond to requests for information from members of the public and District staff
- ✎ Prepare invoices and monitor outstanding debts to ensure timely payment
- ✎ Participate in the development of the annual District budget and CAFR by compiling, organizing and analyzing budgetary data
- ✎ Provide information and assistance to Federal and State agencies in matters related to Federal reimbursement for flood disasters
- ✎ Operate a personal computer including word processing, spreadsheet, and financial system software
- ✎ Provide complex 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

- ✎ May provide functional and technical supervision to technical and clerical staff
- ✎ Perform related duties as assigned

## **QUALIFICATIONS**

### **Accounting Analyst**

#### **Knowledge of:**

- ✎ Basic principles and practices of accounting, fiscal and payroll administration
- ✎ The District payroll and general accounting system and associated systems, practices and procedures for processing accounting information and interpreting data
- ✎ Modern office methods and procedures
- ✎ Common spreadsheet and word processing computer applications
- ✎ Proper work safety standards

#### **Ability to:**

- ✎ Operate standard office equipment including a personal computer
- ✎ Prepare detailed reports, memoranda and correspondence
- ✎ Establish and maintain effective working relationships with others
- ✎ Communicate effectively, both orally and in writing
- ✎ Comply with 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:** One (1) year of paraprofessional accounting experience

**Training:** Equivalent to an associate degree with major course work in accounting, business administration or a related field

### **Accounting Analyst – Senior**

#### **Knowledge of:**

- ✎ Complex principles and practices of governmental accounting and fiscal administration
- ✎ Cost accounting methods and procedures
- ✎ Governmental budgeting techniques

**Ability to:**

-  Conduct complex financial analyses and prepare clear and coherent reports
-  Interpret fiscal administration related policies, laws and regulations

**Licenses and Certificates:**

-  California Class C Driver's License, required

**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:** Two (2) years of paraprofessional accounting experience

**Training:** Equivalent to an associate degree with major course work in accounting, business administration or a related field

**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

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