

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **ACCOUNTING MANAGER**

GRADE LEVEL: M13

SUPERVISOR TITLE: Assistant General Manager – Chief Financial Officer/Treasurer

FLSA Status: Exempt Non-Exempt At-Will

BARGAINING UNIT: RCWDEA RCWD MPCEA

DEFINITION

Under general direction, to implement, manage and coordinate the complete range of accounting duties including accounts payable, accounts receivable, payroll, fixed asset accounting, job costing, Property/Leasing Management functions, and supervising the procurement and warehousing operations. Plan and achieve timely and accurate recording and reporting of District's financial activities as well as the financial activities and reporting for various other entities that the District is contractually providing accounting administration support. Coordinate annual audit activities and preparation of Comprehensive Annual Financial Report (CAFR); and provide highly complex staff assistance to the Director of Finance

CLASS CHARACTERISTICS

This is a middle management level classification with responsibilities for managing and directing a District department. Responsibilities consist of organizing assigned services, as well as budget and personnel administration for the assigned functional areas 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 head and directly supervise multiple support staff. This is an At-Will job classification and 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):

- ✎ Implement, manage and coordinate accounting services and achieve assigned goals and objectives; 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
- ✎ Oversee the preparation of the District's CAFR; prepares, assigns narrative, notes, schedules, and worksheets
- ✎ Review and evaluate work methods, procedures, services and products; identify and recommend evaluation standards and criteria; monitor and assess measures of effectiveness and efficiency
- ✎ 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
- ✎ Develop and recommend the department's budget; participate in monitoring appropriations and expenditures; recommend mid-year adjustments as necessary
- ✎ Provide complex staff assistance to higher level management staff; investigate and prepare recommendations related to operational and administrative issues
- ✎ Manage monthly financial reporting and periodic analysis of budget to actual for the District and various other entities
- ✎ Manage all payroll processing functions, including bi-weekly time card reporting and check generation, deferred compensation statements, tax reports, PERS and Worker's Compensation
- ✎ Manage general ledger, fixed asset, job cost, and related systems
- ✎ Coordinate activities and provide information and assistance to external auditing staff
- ✎ Prepare a variety of memoranda and correspondence
- ✎ Coordinate accounting activities with other agencies and District functions
- ✎ Confer with staff at all levels and represent the District in contracts with financial institutions and the public, interface with financial institutions, auditors, finance/accounting consultants, and other water districts which require a high level of decision making on behalf of the District

- ✎ Attend and participate in professional meetings, stays abreast of new trends and innovations in the field of finance; keep the District in compliance with regulatory accounting standards and incorporate effective and required practices
- ✎ Manage the District's accounts payable and receivable functions
- ✎ Plan and manage internal auditing of internal controls and procedures within the accounting department
- ✎ Assist with the District's property management function
- ✎ Deliver written and verbal reports to Finance and Audit Committees
- ✎ Oversee, manage, and participate in conducting the District's centralized purchasing program; ensure compliance with District and governmental regulations; ensure that purchasing procedures, activities, and specification meet District requirements
- ✎ Manage and direct District warehouse operations; develop and implement effective inventory control and replenishment procedures
- ✎ Operate a personal computer including word processing, spreadsheet, and financial system software
- ✎ Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- ✎ Complex principles and practices of 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
- ✎ Modern office equipment including computer software applications related to the field of work
- ✎ 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

- ✎ Provide supervision, training, work development, and evaluations for District accounting, purchasing, and warehouse staff
- ✎ Communicate effectively, both verbally and in writing
- ✎ Prepare detailed reports, memoranda, and correspondence
- ✎ Select, supervise, train and evaluate assigned staff
- ✎ Administer an assigned department budget
- ✎ 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
- ✎ Offer helpful information in order to create favorable public relations

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: Seven (7) to ten (10) years of accounting experience with five (5) years in a managerial capacity

Training: Bachelor's degree with major course work in accounting. MBA and/or CPA are desirable

Licenses and Certificates:

- ✎ Valid California 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 at-will and 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