



## **JOB DESCRIPTION**

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**TITLE:** Accountant  
**STATUS:** Union/FLSA Non-Exempt  
**GRADE:** Grade 14

### **JOB SUMMARY:**

Performs a wide array of moderately complex accounting activities requiring a good grasp of accounting operations and procedures; performs and assists various accounting functions as they relate to the daily operations of the Finance Department; researches and prepares financial, budget, and other related reports; provides back up to other accounting related positions.

### **REPORTING RELATIONSHIPS:**

This position reports to the Finance Manager and does not supervise other positions.

### **ESSENTIAL DUTIES** include the following:

- Prepares District's Comprehensive Annual Financial Report, financial statement schedules and notes; prepares year-end adjusting journal entries, schedules and financial statements;
- Provides District staff with technical assistance and training in accounting related matters, including grants; trains staff in all District departments in use of the District's financial system;
- Reviews District revenues and expenditures for compliance with District policy, legal and accounting parameters;
- Maintains the fiscal records for grant funded projects to comply with auditing standards and requirements;
- Oversees District-wide compliance with established District financial policies and procedures, auditing practices, accounting standards and internal and external legal regulations;
- Prepares, posts and reconciles entries to the general ledger system;
- Inputs and posts various monthly journal entries; assists with analysis, reconciliation and month-end and year-end procedures;
- Assists in various accounting related functions including managing cash with District's bank, the general ledger system, and subsidiary ledgers; preparing and implementing the District's budget; maintaining the general ledger including development and maintenance of the chart of accounts; the financial accounting process for the Clearview Water Supply Agency; and the state audit;
- Reviews and assists in maintaining fixed assets for the District ensuring ledgers are up to date and appropriate depreciation expenses are taken; prepares annual asset report; develops procedures for departments to track capital and attractive assets;
- Conducts detailed budget and accounting reconciliation and prepares status reports for various accounting funds; analyzes various sources of data and reconciles inconsistencies;
- Researches, recommends and implements new laws and regulations or audit issues affecting the District's accounting policies and operating procedures;
- Provides backup for other positions performing accounting functions within the Department as needed; and
- Performs other duties as required or assigned.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of:**

- Generally Accepted Accounting Principles (GAAP);
- Applicable software applications;
- Journal entries, analysis and reconciliation;
- Payroll and benefits compliance tax regulations, and reporting requirements;
- Fundamental mathematics, governmental bookkeeping and accounting; and
- Customer service practices and methods.

### **Skill in:**

- Communication both written and oral and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction;
- A variety of different areas of accounting including grant/project accounting, AP/AR, payroll, and fixed assets;
- Operating a ten-key calculator by touch;
- Providing exceptional customer service;
- Reviewing and verifying payroll and accounting information;
- Performing a variety of calculations;
- Maintaining detail and accuracy;
- Maintaining confidentiality;
- Utilizing tools necessary to perform the functions of the position including computers, software programs and applications, a ten key calculator, phones, fax machines, and other office equipment;
- Understanding and consistently interpreting and applying personnel policies, union contract requirements, department policies and procedures; and
- Researching and applying of payroll and tax law.

### **Experience/Education:**

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be two to three years of professional level accounting experience in multiple areas (AP, AR, payroll, etc.) using an automated financial management system, and an Associate's Degree in Accounting or related field.

### **WORKING CONDITIONS:**

Duties are performed in an office environment while sitting at a desk or computer terminal.

### **PHYSICAL REQUIREMENTS:**

This position typically requires stooping, kneeling, walking, pulling, lifting, finger dexterity, grasping, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

*This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.*

Approved:

Accountant

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