



San Juan Water District

9935 Auburn-Folsom Road
Granite Bay, California 95746
(916) 791-0115
www.sjwd.org

Accountant

Position Description

Status: FLSA Exempt and Confidential in nature
Supervisor: Finance and Administrative Services Manager
Effective Date: July 1, 2007

Supervision Received and Exercised:

Receives direction from the Finance and Administrative Services Manager and may provide technical and functional supervision to assigned technical personnel.

Primary Function

To plan, administer, and perform a wide variety of professional accounting and fiscal functions; to record and report financial transactions of the District in accordance with generally accepted accounting principles; and to review accounting transactions for accuracy.

Essential Duties - Duties may include, but are not limited to, the following:

- Maintain and reconcile a variety of ledgers and accounts; examine accounting transactions to ensure accuracy and correct financial records as necessary; post, balance and reconcile the general ledger and subsidiary accounts.
- Prepare financial statements and reports for Federal, State and other outside agencies.
- Recommend design and implement changes in accounting systems and procedures.
- Serve as a resource to District departments; perform a variety of financial analyses.
- Review and audit grant contracts, amendments and other documents to ensure compliance.
- Assist with budget development and implementation; monitor budgets for divisions and/or departments; research and analyze transactions to resolve budget problems.
- Prepare fund balance projections; provide analysis of available funds at manager's request.
- Prepare and/or review a variety of bank reconciliations, claims, reports and schedules for accuracy and completion.
- Assist with the preparation for annual outside audit.
- Stay current with new developments in governmental accounting.
- Establish and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of:

- Generally accepted accounting principles; governmental accounting standards/practices.
- Techniques of financial research and report preparation.
- Principles of financial administration including budgeting and reporting.
- Automated financial management systems, spreadsheet applications and related software.
- Pertinent local, State and Federal laws.
- Applicable safety precautions and procedures.

Ability to:

- Apply generally accepted accounting principles in the maintenance of financial and accounting transactions.
- Perform budget projections; analyze and interpret financial documents and reports.
- Prepare a variety of financial statements, reports and analysis.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means.
- Research, analyze and make recommendations on accounting processes and procedures.
- Apply District, State and Federal policies, procedures, rules and regulations.
- Train and direct less experienced accounting staff.
- Effectively operate computers and applicable software.
- Initiate and maintain effective safety practices.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in accounting, business administration or closely related field.

Experience:

Three years of increasingly responsible experience performing professional level accounting, payroll, financial reporting, cash management duties and utility billing.

License or Certificate:

Possession of, or the ability to obtain and maintain, a California Driver's License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

Physical Capabilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform functions.

| <i>Physical Requirements</i> | <i>Rarely (0-12%)</i> | <i>Occasionally (12-33%)</i> | <i>Frequently (34-66%)</i> | <i>Regularly (67-100%)</i> |
|------------------------------------|---------------------------|----------------------------------|--------------------------------|--------------------------------|
| Seeing | | | | ✓ |
| Hearing | | | | ✓ |
| Standing/Walking | | ✓ | | |
| Climbing/Stooping/Kneeling | | ✓ | | |
| Lifting/Pulling/Pushing | | ✓ | | |
| Approximate Maximum Weight to Lift | | 20 Pounds | | |
| Fingering/Grasping/Feeling | | | | ✓ |
| Describe Working Conditions | 100 Percent Indoors | | | |