

Sacramento Suburban Water District Classification Specification

Job Class: Assistant Controller

FLSA Status: Non Exempt

Supervisor: Finance Director

Effective Date: December 2009

Definition/Distinguishing Characteristics

Under general direction, this professional level position performs a variety of difficult and complex accounting work in support of District financial, accounting and related administrative functions; assists with performance audits of District functions and services; assists with internal audits; and provides accounting training of District staff.

Examples of Duties

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Plans, organizes and coordinates daily accounting functions.
- Reviews and insures the accuracy of ledger posting and makes adjusting and correcting entries.
- Reconciles subsidiary ledger data with the general ledger.
- Coordinates and organizes the monthly and annual closing process.
- Prepares draft monthly Board financial statements for Finance Director analytical review and write-up of data changes.
- Performs periodic internal audits of accounting records and operational processes to insure control procedures are working as intended.
- Assists with annual audits conducted by outside auditors, including preparing the requested audit materials, schedules and certain reports.
- Prepares the financial statements, tables and other financial data for the annual report.
- Assists District management with the annual budget and prepares monthly reports of budget-to-actual results.
- Determines and monitors all project and expenditure coding.
- Assists other departments with questions on the budget, proper coding, document processing, integration of accounting software to other systems, and other accounting-related activities.
- Performs annual continuing disclosure requirements.
- Monitors cash accounts and records monthly disbursements.
- Monitors and makes cash transfers on District bonds; records journal entries upon bond issuance.

- Prepares monthly schedules of reserved and surplus funds invested by type of investment, interest rate and due date.
- Performs special analytical studies as directed by the Finance Director.

Mental and Physical Requirements

The conditions herein 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 the essential job functions.

- Travel occasionally by automobile in conducting District business.
- Communicates frequently with District management staff and coworkers in one-to-one and group settings.
- Regularly uses a telephone for communication.
- Regularly uses computer, keyboard and mouse.
- Regularly uses office equipment such as copiers and fax machines.
- Works in an office environment; lifts and moves objects up to 25 pounds without assistance such as large binders, books and small office equipment.
- Stands and sits for extended periods of time.
- Hearing and vision required to be within normal ranges with or without correction.

Qualifications

Knowledge of:

- Finance, business and accounting principles.
- Accounting/Treasury functions of a public utility.
- Financial statements, financial modeling, cash flow analysis, financial securities, financial risk measures, and accounting requirements.
- Computer hardware and software programs such as ADP, Great Plains, FRx, and MS Office.

Ability to:

- Understand and use complex financial concepts.
- Make presentations to senior management and coworkers.
- Plan and organize multiple activities.
- Work with minimal supervision.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written instructions.
- Keep accurate records.
- Establish and maintain cooperative working relationships with coworkers, outside agencies and consultants.
- Pass pre-employment physical, drug and alcohol examination, and background check.

Education, Experience, Licenses and Certifications:

Required:

- High school diploma or equivalent.
- Valid California Driver's License issued by the California Department of Motor Vehicles.

- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Desirable:

Any combination of education and experience which would likely provide the desired knowledge and abilities is acceptable. A typical way to obtain the knowledge and abilities would be:

- A Bachelor's Degree in Business or Public Administration in the area of Accounting or closely-related field from an accredited college or university, and/or a CPA license, is strongly desired.
- Seven (7) years of increasingly responsible work experience performing accounting, treasury, investment, debt funding and financial analysis is strongly desired.