

Sacramento Suburban Water District Classification Specification

Job Class: Accountant

FLSA Status: Non Exempt

Supervisor: Finance Director

Effective Date: March 2015

Definition/Distinguishing Characteristics

Under general supervision, this journey level position performs a variety of difficult and complex fiscal and recordkeeping functions and payroll maintenance.

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.

- Accounts for all District expenses, payables, capital projects, inventory, 1099 and use tax preparation.
- Accounts for and prepares District biweekly payroll and periodic payroll reports.
- Performs all District time and attendance accounting.
- Prepares and transmits pension and deferred compensation data.
- Analyzes original documents and prepares journal entries.
- Coordinates and oversees District CAL Card Program.
- Prepares certain District financial reports, including reports for the monthly Board meetings.
- Accounts for daily cash receipts, including posting payments to customer accounts.
- Performs all lease receivable and property management accounting.
- Transfers invested funds and performs bank account transfers as necessary.
- Maintains District vendor contracts; records contract liabilities and payments, maintains files and posts transactions to liability subsidiary ledgers.
- Assists with gathering and distributing financial data and projections for the preparation of the District annual budget.
- Maintains accounts payable, payroll and contract records utilizing the records management (document retrieval) system.
- Performs OPEB transactions and payment reimbursements.
- Oversees District petty cash.
- Maintains up-to-date certificates of liability and workers' compensation for service vendors.
- Performs workers' compensation insurance accounting for payroll reporting.

- Other duties may include taking minutes of Finance and Audit Committee meetings, providing data for the annual report process, and serving as back-up cashier for Customer Service.
- Maintains regular attendance and adheres to prescribed work schedule to conduct job responsibilities.

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.

- Travels occasionally by automobile in conducting District business.
- Communicates frequently with District management staff, coworkers, and the public 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 files for extended periods of time.
- Sits for extended periods of time.
- Hearing and vision required to be within normal ranges with or without correction.
- Occasionally may be required to change working hours or work overtime.

Qualifications

Knowledge of:

- Purposes, methods, practices, and principles of District financial and recordkeeping work, accounts payable, lease receivable, and payroll systems.
- Laws, ordinances, statutes, and regulations controlling maintenance of payroll records and issue of payments.
- Laws, policies, procedures and requirements for payroll accounting and reporting.
- Common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access and PowerPoint) and Crystal Reports.
- Computer hardware and software programs such as ADP, Great Plains and FRx.
- Purposes and practices of outside audits.
- Computerized management information and fiscal systems.

Ability to:

- Perform a variety of difficult and complex financial recordkeeping, fiscal support work, accounts payable and payroll maintenance.
- Maintain journals and ledgers and perform bookkeeping work.
- Research, analyze and evaluate information regarding payroll transactions and net payments.
- Make arithmetic calculations quickly and accurately.
- Assist with the preparation of a variety of financial reports and statements.

- Skillfully use computerized financial recordkeeping and management information systems and software.
- Establish and maintain cooperative working relationships with coworkers, outside agencies, vendors, consultants/contractors and the public.
- 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:

- Associate in Arts (AA) or Associate in Science (AS) degree.
- Three (3) or more years of increasingly responsible work experience performing technical statistical and financial recordkeeping work utilizing Microsoft Office programs and methods is strongly desired.
- One (1) or more years of maintaining and updating payroll systems is strongly desired.