



## Hi-Desert Water District Classification Specification

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**Job Title:** Staff Accountant

**Job Grade:** 10

**FLSA Status:** Non-Exempt

**Date:** March 2017

### **JOB SUMMARY**

Under the general direction of the CFO or Controller, the position of Staff Accountant is a professional level position responsible for performing a myriad of accounting and finance functions, which may include: recording, classifying and summarizing financial transactions in accordance with Generally Accepted Accounting Principles (GAAP) and Government Accounting Standard Board (GASB) requirements. Performs a variety of general ledger, account payable and payroll recordkeeping functions.

### **SUPERVISION RECEIVED / EXERCISED**

Receives general direction from the CFO or Controller. Provides work coordination for other accounting/administrative support staff.

### **ESSENTIAL FUNCTIONS** *(include but are not limited to the following)*

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*

- Provides responsible professional and technical assistance to the CFO, Controller and other members of management staff in the administration and implementation of the District's financial, auditing, and accounting processes.
- Keeps immediate supervisor accurately informed of work progress, including present and potential problems and suggestions for new or improved methods of addressing such problems.
- Maintains a solid working knowledge of the District's accounting and payroll systems.
- Provides coordination and training for Accounts Payable and Payroll functions.
- Acts as the Payroll and Benefits System Administrator.
  - Audits and reviews time, PTO, and leave records for accuracy and proper distribution of costs.
  - Calculates payroll changes to determine fiscal impact on budgeting.
  - Prepares periodic reports on wages paid.

- Answers the more complex questions concerning leave balances, payroll discrepancies, and net payments for District staff members.
- Administers COBRA and retiree benefit payments.
- Administers CalPers payroll deduction/District contribution program and tracks employee hours/earnings assuring compliance with program rules.
  - Oversees payments to insurance agencies and others receiving monies from payroll deductions.
- Performs periodic audits of internal accounting records to insure accurate controls.
- Prepares external audit documentation and interfaces with independent auditors in the audit process.
- Prepares and processes journal entries of both simple and complex nature.
- Reconciles and monitors reconciliation of accounts.
- Processes customer refunds and voids through credit cards based on Utility Billing transactions.
- Provides assistance to the Controller or CFO to include, but not limited to tasks such as:
  - Grant administration
  - Standby billings
  - Tracking and recording capital project progress and maintaining fixed-asset ledger
  - Tracking and recording cash needs
  - Performing related duties as assigned

## **JOB SPECIFICATIONS**

### **Knowledge**

- Principles and practices of budgeting, accounting, finance, investment and the development and maintenance of fiscal controls.
- Laws, rules, ordinances, and legislative processes controlling District financial functions and operations.
- Principles and practices of auditing.

### **Skills and Abilities**

- Expert level ability with Microsoft Excel, proficient with Outlook, Word and PowerPoint.
- Plan, coordinate, and perform professional accounting work related to the maintenance and development of District financial, accounting, and budgeting.
- Provide training and work coordination for fiscal recordkeeping support staff.
- Assist with District budget development and fiscal controls.
- Maintain and update ledgers and journals.
- Prepare a variety of financial reports and statements.

## **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS**

*The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

- Work in an office environment with some exposure to dust, dirt and hazardous materials.
- Work at a desk for extended periods of time. Stand, walk and sit for extended time periods; able to carry, push, pull, reach and lift objects of up to 15 pounds such as large binders, books, and small office equipment. Move boxes paper, envelopes, bills and reports using a cart. Hearing and vision within normal ranges with or without correction.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-on-one and group settings; regularly use a telephone and two-way radio for communication.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment. Operate office equipment such as computer and keyboard, copiers and fax machines; look at computer monitor for extended time periods.
- Travel by vehicle while conducting District business.
- Read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of District management, board members, other elected and appointed government officials, media representatives, business and community leaders, employees, financial institutions, consultants, vendors, the public and others encountered in the course of work.

## **QUALIFICATIONS**

### **Education and/or Previous Work Experience:**

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

- Completion of a bachelor's degree in Accounting, Finance or Business with concentration in accounting or finance.
- One (1) to Three (3) years progressively increasing responsibilities in general accounting, auditing and/or financial management.
- Accounting work experience within a public agency desirable.

### **License / Certificate:**

Possession of a valid Class C California driver's license and satisfactory driving record free from multiple or serious traffic violations or accidents for a period of at least two (2) years.

### **Other requirements:**

Completion of and satisfactory results of pre-employment drug test, physical examination indicating fitness for duty, DMV record review, and background investigation.