

## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

### SENIOR ACCOUNTANT

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DEPARTMENT: FINANCE

FLSA OVERTIME STATUS: NON-EXEMPT

BARGAINING UNIT: OPERATING ENGINEERS LOCAL 3

APPROVED BY BOARD OF DIRECTORS – TBD

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#### **SUMMARY:**

Under general supervision, performs a wide variety of professional accounting, budgeting and fiscal duties, such as establishing and maintaining accounting records, participating in budget preparation and control, reviewing and analyzing accounting and financial transaction records, and preparing financial statements and reports.

**SUPERVISION:** Receives general supervision from the Director of Finance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs general ledger accounting, monthly balance sheet reconciliations; prepares/review monthly bank reconciliations of all banking investment and trust accounts, and Prepare/Review developers' billing and fire hydrant meters billings prepares general journal entries and reports based on reconciliations; tracks transactions and transfers; coordinates with other staff in preparation for the monthly closing of the general ledger
- Compiles, reconciles, analyzes and prepares a variety of financial statements, general and subsidiary ledgers, supporting schedules, and other financial and statistical reports; prepares work papers, financial statements, and various reports for federal and state agencies as well as for internal accounting.
- Performs various cash management, investment, and reporting duties; prepares monthly cash and investment report; gathers and; prepares bank and investment wire and transfer forms; reconcile bank and investment accounts; coordinates with banks on issues related to the District's accounts, bank transactions, and investment activities.
- Records bi-weekly payroll expenditures or related invoices to the general ledger.
- Reviews account payable batches for entry and review; verify accuracy; reconciles details to accounts payable aging.
- Reporting for the financial activities related to fixed assets; records fixed assets acquisitions, transfers and dispositions; maintain and monitor construction in progress capital assets, calculate depreciation for all fixed assets using the fixed asset system and conducts periodic impairment reviews for intangible

assets as well as periodic physical inventory counts of fixed assets, monitors a system of controls; prepare audit schedules.

- Assists Director of Finance with preparation and development of District's budget
- Update utility billing rates, reconcile utility billing receivables and perform analytical review of the monthly billing
- Prepares the Annual Audit Financial Report, State Controller reports, and related year-end financial statements, schedules, notes and reports; ensure selected general ledger accounts and annual reports accurately reflect District's financial position at fiscal year-end; assist staff and District auditors with the audit.
- Performs complex accounting and analytical work in GL management, fund accounting, asset management and preparation of financial statements
- Monitors and reports on the status of governmental grants; reviews and audits grant contracts, amendments, and other documents to ensure grant compliance; tracks revenue/expenses; prepare related grant reporting
- Performs special projects and studies; collects and compiles statistical and financial data for special reports, as directed.
- Participates in department audit and account close-out functions; gather supporting documentation for auditor's review; responds to inquiries for cash receipts and monthly bank reconciliations.
- Assists with any accounting software conversion
- Performs related duties as required.

#### **QUALIFICATION REQUIREMENTS:**

Knowledge of:

- Principles and practices of public agency financial management including general and governmental accounting, fund accounting, general ledger accounting, payroll, budgeting, auditing, and reporting functions as well as Generally Accepted Accounting Principles (GAAP)
- Principles and practices of automated financial systems
- Basic accounting principles and practices used in financial record keeping, bookkeeping, and governmental and fund accounting
- Principles and procedures of record keeping.

- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Examine and verify financial documents, reports, and transactions.
- Prepare a variety of budgets, financial statements, reports, and analyses.
- Analyze, post, balance, and reconcile financial data, ledgers, and accounts.
- Analyze and draw conclusions from financial data.
- Interpret financial data and recognize accounts that need detailed investigation.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Prepare clear and concise reports.
- Analyze complex issues, evaluate alternatives, and reach sound conclusions.
- Manage multiple projects simultaneously and be sensitive to changing priorities and deadlines.
- Plan and organize work to meet changing priorities and deadlines.
- Work collaboratively and cooperatively with other departments, District officials, and outside agencies.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Interpret, explain and apply laws, rules, regulations, and ordinances related to payroll.
- Respond tactfully, clearly, concisely and appropriately to inquiries from the public, District staff, or other agencies on sensitive issues in area of responsibility.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective professional working relationships with those contacted in the course of work.

**EDUCATION AND/OR EXPERIENCE:**

The following combination of education and experience providing the required knowledge and abilities is qualifying:

A Bachelor's degree from an accredited college or university with major course work in accounting and 5 years of professional accounting or auditing experience; two years in government accounting preferably

**LICENSE AND/OR CERTIFICATES**

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

**OTHER SKILLS AND ABILITIES:**

Knowledge of administration, policies and procedures relating to government administration and finance; data management including word processing, spreadsheet and data-base principles.

**PHYSICAL DEMANDS:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made on a case-by-case basis to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The noise level in the work environment is usually quiet.