

BOOKKEEPER ACCOUNTANT

Reports to: General Manager

Salary Range: See Exhibit A

Definition/Summary

Under general direction, the Bookkeeper performs a variety of difficult and complex professional bookkeeping duties in support of District financial, accounting and related administrative functions; assists with performance audits of District functions and services; assists with internal control reviews; and provides direction and training to fiscal record keeping support staff. Assists customers with their water bills. Understands and can navigate utility software.

Essential Functions

- Plans, organizes and coordinates daily accounting functions and assignments. Sets up accounts for general ledger posting.
- Reviews and ensures the accuracy of ledger posting.
- Reconciles revenue and expenditure data with the general ledger.
- Reviews accumulated accounting adjustments and makes correcting entries. Reviews allocation journals for validity, accuracy and proper allocation of control accounts.
- Prepares monthly schedules of reserved and surplus funds invested by type of investment, location, fund account, interest rate and due date.
- Transfers invested funds to cash accounts as directed.
- Assists with the preparation of financial statements and reports.
- Assists with gathering and distributing financial data and projections for the preparation of the District budget.
- Prepares month-end journals.
- Prepares periodic financial reports and statements. Closes and adjusts journals and ledgers each fiscal year.
- Assists with quarterly reviews and annual audits conducted by outside auditing agencies.
- Assists District Management with long range financial planning, protection of District assets and maintenance of budget controls.
- Gathers and distributes financial data and projections for the preparation of the District budget.
- Establish and maintain cooperative working relationships with co-workers, outside agencies and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Assists in preparation, assembly and distribution of agenda materials for Board meetings.
- Attends Board meetings and develops accurate minutes.
- It is understood that the Bookkeeper and the Administrative Assistant may be crossed trained and assist with the other positions duties as needed.

Other Duties

- Assists with proper investment of District funds. Performs special analytical studies.
- Assists with audits of District operations, services and activities. Performs related duties as assigned.
- Performs the accounts payable functions.

Job Standards/Specifications

Knowledge of:

- 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.
- Computerized management information and fiscal systems. Investment principles and practices.
- Principles and practices of personnel administration. Basic computer skills. 30WPM typing preferred Word, Excel, Power Point, Publisher & Outlook

Ability to:

- Plan, coordinate and perform professional accounting work related to the maintenance and development of District financial, accounting, budgeting and management information systems.
- 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.
- Assist with performance audits of District services and functions. Effectively prepare and present technical financial information.
- Provide advice and consultation on the development of District financial and management information systems.
- Effectively represent the District's financial functions with individual citizens, community groups and other government organizations.

Typical Physical Activities

- May occasionally travel by airplane and automobile in conducting District business.
- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment. Regularly uses a telephone for communication.
- Use office equipment such as computers, copiers, and FAX machines. Sits for extended time periods.

- Hearing and vision within normal ranges with or without correction.

Environmental Factors

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Desirable Qualifications

- Any combination of education and experience, which would likely provide the necessary knowledge and abilities, is qualifying.
- A typical way to obtain the knowledge and abilities would be:
- Experience - Two years of increasingly responsible work experience in performing professional financial analysis, accounting, management information system development and budgeting work. Experience in working with the public.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date