



POSITION DESCRIPTION

TITLE: GENERAL LEDGER ACCOUNTANT II

REPORTS TO: Finance Manager

GRADE: 5

FLSA: Non-Exempt

CONFIDENTIAL: Yes

SUPERVISORY RESPONSIBILITIES

DIRECT: None

INDIRECT: None

MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee. Certifications required by law for the position must be obtained within first year in the position.

EDUCATION: Equivalent to a Bachelor's degree from an accredited college or university in accounting. A Certified Public Accountant or successful completion of all parts of the Certified Public Accountant examination is desirable. Valid California driver's license and proof of insurability are required.

EXPERIENCE: Minimum of five years of progressive accounting or auditing experience using an automated accounting system. Able to effectively utilize a personal computer, Microsoft Excel, and Microsoft Word are essential. Proven ability to organize and manage competing priorities; good planning skills; demonstrated ability to supervise and provide direction to staff. Proficient in the use of automated financial management systems, in the application of generally accepted accounting principles and generally accepted auditing standards. Knowledge of Microsoft Dynamics (Great Plains), job cost accounting is desirable. Familiarity with governmental accounting standards and internal control systems are preferred. Strong organization and communication skills are essential.

CONTACT RESPONSIBILITY

INTERNAL: Interaction with Supervisor to receive general direction and review overall work accomplishment; direct reports to provide specific work assignments and review results; all District employees to discuss and resolve accounting and customer service issues.

EXTERNAL: Interaction with auditors to complete the annual financial statement audit; outside consultants to address issues related to accounting, financial reporting, audits, payroll, and billing; District vendors and customers to resolve reporting issues or disputed bills.

PHYSICAL REQUIREMENTS

Good hearing, eyesight and speech; excellent ability to communicate, both verbally and in writing; ability to operate and utilize a personal computer and peripherals; able to tolerate periods of continuous sitting; may on an infrequent basis assist with lifting up to 50 pounds.

ENVIRONMENTAL CONDITIONS

Work is primarily performed within an enclosed office setting with lighting and ventilation. Subject to conversational noise from other personnel within the facility, along with standard background noise found in an office environment. Subject to long periods of sitting and exposure to computer screen. When performing work outside the facility, subject to variable weather conditions and possible exposure to heavy equipment, dust, fumes, odor, and noise. Appropriate personal safety equipment is provided.

DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

Under general direction, this at will position responsibilities include analyzing accounting transactions posted and recorded in the District's General Ledger using the District's computerized financial information and accounting system (Microsoft Dynamics Great Plains) and reconciling various general ledger accounts and funds during the monthly preparation of the District's financial statements in accordance with Generally Accepted Accounting Principles (GAAP).

A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. Reliable, stable attendance is required.

The following tasks are typical for this classification. Incumbents may not regularly 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 or staffing needs and changing business practices as defined by the General Manager.

% TIME

TASKS

60%

Utilizes knowledge of accounting principles to:

- Analyze transactions posted to the District's automated and financial management system (Microsoft Dynamics Great Plains).
- Maintain and reconcile various cash accounts monthly.
- Maintain and reconcile various general ledger accounts monthly.
- Maintain and reconcile various subsidiary ledgers, including fixed assets, inventory, miscellaneous accounts receivable, water receivable, sewer receivable, accounts payable, and payroll to the General Ledger.
- Perform month-end and year-end closing procedures in Microsoft Dynamics GP.
- Assist with the compilation, analysis, and presentation of technical financial reports including the Comprehensive Annual Financial Report.
- Recommend or implement changes in accounting and internal control procedures.
- Implement new GASB pronouncements.
- Review quarterly sales and use tax returns.
- Serve as a liaison with auditing firm including communicating and interacting with the auditors during audit fieldwork, interim audit, preparing and coordinating audit work papers, and answering audit inquiries.

20%

Provides support services to:

- Purchasing to determine that expenditures are properly authorized, within in the approve budget, and disbursed from the correct source of funds.
- Staff Accountants to determine that cash received is properly recorded and posted to the correct accounts and funds.
- Provide assistance and advice to departments in resolving financial and accounting issues, including payroll, payables, cash payments, water billing, sewer billing and cash collections.

10%

Prepares reports:

- Prepares monthly, quarterly, and annual financial reports for the Board.
 - Complete the annual State Controller's Reports and Compensation Reports.
 - Complete monthly interconnect reports to SDCWA.
 - Complete quarterly capacity reports to SDCWA.
 - Complete and review various water deliveries reports from other agencies.
 - Complete various internal reports and analyses such as annual water demand report to SDCWA, billing to various agencies for water purchased from and sold to other agencies.
 - Oversees the reporting of required information to CalPERS.
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DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS

10%

Performs all related duties as assigned.