



POSITION DESCRIPTION

TITLE: PROJECT 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: Bachelor's degree in Accounting, Business Administration, Finance or a related field, or equivalent. Certified Public Accountant license or successful completion of the Certified Public Accountant or Certified Management Accountant examination, or equivalent preferred. Valid California driver's license and proof of insurability are required.

EXPERIENCE: Minimum of five years of progressive accounting experience and achievement of the education requirements listed above; comprehensive ability to effectively utilize a personal computer and related word processing and spreadsheet programs; proven ability to organize and manage competing priorities; excellent planning skills; proficient in the use of automated financial management systems and in the application of generally accepted accounting principles, cost accounting principles and generally accepted auditing standards; familiar with governmental accounting standards and internal control systems.

CONTACT RESPONSIBILITY

INTERNAL: Interaction with Supervisor to receive general direction and review overall work accomplishment; all District employees to discuss and resolve work order and job cost accounting issues.

EXTERNAL: Interaction with auditors to complete the annual financial statement audit; outside consultants to address issues related to work order and job cost accounting; District customers to address issues related to the payment of amounts owed to the District; vendors to address issues related to the payment of amounts owed by the District.

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 and exposure to a computer screen; 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

This at will position responsibilities include: monitoring construction contracts and agreements related to District and developer projects; Capital Improvement Program (CIP) budgeting and monitoring thereof; administering debt service and grants; and Job Cost maintenance. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. A proven ability to organize and manage competing priorities, as well as support of the District Strategic Plan and Mission Statement, is essential. 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
25%	Monitors construction contracts and agreements related to District and developer projects including: <ul style="list-style-type: none">• Tracks construction and consultant agreements to ensure that payments are made within authorized limits.• Ensures that appropriation requests and change orders are prepared as required.• Prepares outside billings for District projects.
25%	Job Cost Maintenance: <ul style="list-style-type: none">• Prepares regular reconciliations for all job cost related accounts as well as required schedules for the year-end audit.• Periodically reviews status of deposits and open work orders from developers, follows-up as needed.• Reviews expenditures related to job cost to ensure proper coding.• Capitalizes District and developer-contributed projects annually.• Assists consultants with information in preparing the annual Cost Allocation Plan and review the consultant's final Plan documents.
20%	Performs Capital Improvement Program (CIP) budgeting and monitoring: <ul style="list-style-type: none">• Prepares budget sheets, updates costs as needed, and assists Managers in developing budget estimates.• Prepares annual and mid-year budget and appropriation reports based on input from Managers.• Prepares monthly CIP report for the Board.• Schedules and runs quarterly CIP meetings with project managers.• Tracks the District's CIP costs to ensure capital expenditures are within approved budget.
20%	Administers debt service and grant funds: <ul style="list-style-type: none">• Prepares wire requests for periodic debt service payments.• Prepares requests for reimbursement of District funds expended on debt-funded and approved grant projects.• Works with the outside administrator to administer all aspects of Reassessment District 96-1, including the annual submittal of assessments to the County Tax

Collector.

- Ensures that continuing disclosure reports are prepared in accordance with bond indentures.
- Maintains files and documents to support expenditures of debt and grant funds.
- Prepares financial reports as required for grantor agencies, including the Single Audit.
- Prepares regular reconciliations for debt service-related accounts.
- Prepares monthly entries related to debt, including interest received, interest accrued, and amortization.

DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS

10% Performs related duties as assigned.