



## POSITION DESCRIPTION

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**TITLE: ACCOUNTANT I**  
**REPORTS TO:** Accounting Supervisor  
**GRADE: 4**  
**FLSA:** Non-Exempt  
**CONFIDENTIAL:** Yes

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### SUPERVISORY RESPONSIBILITIES

**DIRECT:** None  
**INDIRECT:** None

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### 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:** Associate's degree in Accounting, Business Administration, Finance or related field, or equivalent; or five years of progressive accounting experience, or equivalent combination of education and experience. Valid California driver's license and proof of insurability are required.

**EXPERIENCE:** Minimum of two years of progressive accounting experience. Specific experience to include the recording of transactions in, and reconciliation and monitoring of various general ledger accounts with knowledge of generally accepted accounting principles and their application to the recording of accounting transactions. Familiarity with automated financial management systems; ability to effectively utilize a personal computer, peripherals and related word processing and spreadsheet programs; prior knowledge of fund accounting preferable; proven ability to organize and manage conflicting priorities.

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### CONTACT RESPONSIBILITY

**INTERNAL:** Interaction with Supervisor to receive specific work assignments and review results; District employees to discuss and resolve accounting and customer service issues; all other District employees as required.

**EXTERNAL:** Interaction with auditors to complete the annual financial statement audit; outside consultants to address issues related to accounting and customer service; 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.

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### 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.

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## 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.

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## DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

This at will position responsibilities include the recording of all accounting transactions (for example: accounts receivable, accounts payable, payroll, job cost, cash receipts) in the District's automated financial management system; to determine that expenditures are properly authorized, within the approved budget, and disbursed from the correct source of funds; to determine that cash received is properly coded as to type; to reconcile various general ledger accounts and funds during the monthly preparation of the District's financial statements; accepts and prepares meter applications; and provides administrative support to the Engineering Department. The ability to work successfully within a team environment, as well as support of the District Strategic Plan and Mission Statement is essential. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary.

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.

<b>% TIME</b>	<b>TASKS</b>
<b>65%</b>	Utilizes knowledge of generally accepted accounting principles to: <ul style="list-style-type: none"><li>• Properly record accounting transactions in the District's automated financial management system.</li><li>• Post daily cash received to the proper customer and general ledger accounts.</li><li>• Prepare monthly reconciliations of all District bank accounts.</li><li>• Reconcile various general ledger accounts on a monthly basis.</li><li>• Maintain the fixed asset and depreciation subsidiary ledgers.</li><li>• Assist in the preparation of monthly financial statements and the District's annual budget.</li><li>• Complete various reports and analyses as assigned, utilizing District software and knowledge of word processing and/or spreadsheet programs.</li><li>• Make recommendations for procedural changes and the implementation of new internal controls to ensure the safeguarding of District assets.</li><li>• Organize, maintain and assist with retention requirements for District files and data.</li><li>• Initiate, reconcile, and close out work orders.</li><li>• Calculate and collect capacity fees.</li><li>• Maintain inventory records.</li><li>• Prepare and process payroll.</li><li>• Prepare, process and maintain account receivables.</li><li>• Prepare, process and maintain account payables.</li></ul>
<b>15%</b>	Provide support services to: <ul style="list-style-type: none"><li>• The Engineering Department, with invoicing and sewer bill creation.</li><li>• Customer Service, by helping prepare and complete the billing process.</li><li>• The front desk, by providing relief for front desk personnel.</li><li>• Purchasing, such as processing purchasing orders (POs).</li></ul>

**10%** Participate in the compilation and preparation of all required information to complete the District's annual financial statement audit. Respond to auditors' requests for additional information and perform such research as required to answer auditors' inquiries.

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**DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS**

**10%** Performs all related duties as assigned.