



December, 2017

## **FINAL DRAFT**

### **ACCOUNTANT Salary Grade 210**

#### **DEFINITION**

Under direction, performs paraprofessional accounting, auditing, and fiscal work in the maintenance, preparation, and analysis of routine and complex fiscal records; areas of responsibility include, but are not limited to, general accounting, payroll, billing, contract administration, and procurement; prepares journal entries and reconciles financial transactions and statements; and performs other duties as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from higher level management and supervisory staff. No direct supervision of staff is exercised.

#### **CLASS CHARACTERISTICS**

This is a journey-level classification responsible for performing the full range of paraprofessional accounting duties in support of the District's financial, contracts, and procurement functions. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating policies and procedures of the work unit. This class is distinguished from the Accounting Supervisor in that the latter is a first line supervisor with significant accountability and ongoing decision-making responsibilities associated with the work.

#### **EXAMPLES OF DUTIES (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Coordinates the annual sewer service charges' calculations and billing process, including gathering data, calculating charges, making required changes to both the electronic system and manual cards, preparing reports for Board approval, and uploading files to Napa County for inclusion on the property tax rolls.
- Prepares journal entries to reflect fund transfers and the establishment of new financial transactions; reconciles and verifies financial statements, transactions, and records.
- Processes and maintains payroll records; reviews timesheets, payroll changes, and related information for completeness and accuracy; resolves problems and enters data into the payroll system to produce payroll checks and related documents and reports.
- Processes and maintains monthly accounts receivable charges; creates, prints, and mails all invoices; answers questions in regards to the invoices; performs all collection duties related to accounts receivable; and posts monthly revenue to the general ledger.
- Develops, reviews, approves, and administers contract content including material, equipment, and/or service costs, performance requirements, compliance with insurance, bonding requirements, and safety compliance; coordinates, approves, and administers non-CIP work/task orders, contract change

orders, amendments, addenda, and extensions; oversees the non-CIP bid process for assigned projects or contracts; evaluates bids; issues notices of award and notices to proceed.

- Tracks and processes purchase orders; reviews invoices and reports for accuracy and appropriate authorization; ensures that funds are budgeted and available and prepares documentation for payment; enters and verifies data into the automated accounts payable system to produce payment.
- Drops off overnight delivery packages, deposits at the County Treasurer, and picks up warrants at County offices.
- Records, maintains, and balances the District petty cash fund.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- General accounting theory, principles, and practices, and their application to a wide variety of accounting and fiscal transactions.
- Laws, ordinances, and regulations relevant to assigned areas of responsibility.
- Terminology and practices of financial and accounting document processing and record keeping, including payroll, accounts payable, accounts receivable, and the general ledger.
- District procurement policies and procedures.
- Basic principles and practices of contract administration.
- Computerized accounting and electronic data processing procedures, methods and equipment.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

### **Ability to:**

- Perform paraprofessional accounting work, and make appropriate and effective recommendations on fiscal transactions.
- Analyze and evaluate accounting, auditing, and fiscal data, and process fiscal transactions.
- Interpret and apply legal and procedural regulations pertinent to assigned accounting and fiscal operations.
- Prepare clear and concise reports.
- Perform mathematical calculations rapidly and accurately.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

#### **Education**

Equivalent to an associate degree in accounting, finance, business, or related field.

#### **Experience**

Three (3) years of progressively responsible general accounting experience, preferably in a governmental or public agency setting.

**Licenses and Certifications:**

- Must possess a valid California Class C Driver's License and maintain a satisfactory driving record.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to visit various District, business and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be 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 occasionally bend, stoop, kneel, reach, 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.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, 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.