

North Marin Water District

SENIOR ACCOUNTANT

*This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include all** duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION

Performs a variety of professional accounting support functions including preparation and maintenance of journal vouchers, accounting records, subsidiary and general ledger entries; prepares financial and statistical reports, performs job cost accounting of District projects and for private development; tracks budgets; participates in District payroll, accounts payable and receivable, materials inventory and fixed asset functions; and performs other work as required.

DISTINGUISHING CHARACTERISTICS

The **Senior Accountant** position is responsible for compiling and maintaining information for complex and routine management/accounting reports in support of District activities and performs a variety of analysis projects on accounting issues. In general, the accountant position provides detailed financial support to District staff and management.

SUPERVISION RECEIVED

Receives direction and supervision from the Accounting Supervisor.

ESSENTIAL DUTIES (include but are not limited to the following)

Prepares, inputs, files, and maintains journal vouchers; maintains and reconciles subsidiary ledgers; prepares invoices for rents, leases, damages, sales and construction in progress; maintains outstanding invoice list and collections data; establishes and maintains job cost accounting records; conducts close-out procedures of District and developer jobs; tracks and updates budget expenditures for equipment and capital improvements; maintains accounts receivable, materials inventory, depreciation and fixed asset records; performs month-end close of accounts payable, receivable, payroll, inventory, fixed assets general ledger and job costs; makes data entries for material requisitions; enters cash receipts to sub-ledger; analyzes, recommends, troubleshoots and oversees improvements in methods, procedures, software and forms; performs bank account reconciliation; maintains investment purchase, sales and amortization schedules; tracks wire fund transfers; maintains overheaded payroll schedule; prepares sales tax returns, W-2's and 1099's; and conducts special projects and provides data for analysis purpose.

OTHER DUTIES

Participates in District payroll and accounts payable duties as required; troubleshoots accounting software problems and identifies requirements of accounting and project management software; trains employees in use of accounting system; participates in software conversions.

Approved	CD
Date	1/25/08

QUALIFICATIONS (The following minimum qualifications are necessary for entry into the class)

Education/Experience

Sufficient experience and education in accounting and job cost accounting to perform the duties of the **Senior Accountant**. A typical way of obtaining the required qualifications is to possess the equivalent of two years of experience in accounting in a computerized accounting systems environment and a Bachelor's degree in accounting or closely related field from an accredited college or university.

Knowledge/Skill/Ability

Knowledge of: accounting principles; job cost accounting; general banking procedures; general accounting processes and procedures such as general ledger, accounts payable, accounts receivable, payroll, inventory, fixed assets and cash receipts; personal computers and applicable software.

Ability to: analyze financial statements and prepare coherent and factual reports; interpret and follow procedures, policies, rules, and ordinances applicable to assigned duties; interpret related rules and procedures; maintain accurate records; develop and maintain a variety of sophisticated spreadsheets; use word processing software; conduct special projects requiring analysis of processes and procedures and development of recommendations to improve the effectiveness and/or efficiency of district accounting systems; prepare clear and concise written reports; work overtime, weekends and holidays as required, and remain available in the event of an emergency; establish and maintain effective working relationships.

License/Certificate

Possession of a valid Class C California driver's license.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

Position requires working in a standard office environment and involves prolonged sitting, repetitive motion, walking, kneeling, squatting, stooping, turning, bending and upper body twisting in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard and adding machine. Additionally, the position requires near and far vision in reading statistical data and using the computer, and hearing is required when providing phone service. Incumbents may be required to lift files, papers and reports weighing up to 25 pounds.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."