

## STAFF 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.*

Reports to: Accounting Supervisor

FLSA Status: Non-Exempt

### DEFINITION

Under supervision, performs and assists with a variety of professional accounting support functions of moderate difficulty, including preparation and maintenance of journal vouchers, accounting records, subsidiary and general ledger entries; job cost accounting for District projects and private developments, preparation of financial and statistical reports, ; tracking budgets; assists with District payroll, accounts payable and receivable, materials inventory and fixed asset functions; and performs other work as required.

### DISTINGUISHING CHARACTERISTICS

The Staff Accountant position is the entry level position in the professional accounting series and is assigned work of moderate difficulty. As experience is gained, assignments are more general and the degree of independent action may become greater. This class is distinguished from the journey level Senior Accountant role by performance of the more routine tasks. In general, the Staff Accountant position provides moderate level financial support to District staff and management.

### SUPERVISION RECEIVED

Receives direct supervision from the Accounting Supervisor and general direction from the Senior Accountant and Auditor-Controller.

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

The Staff Accountant position is responsible for compiling and maintaining information for routine management/accounting reports in support of all District activities and performs a variety of analysis and projects on accounting issues, such as:

- Classifies and prepares, invoice charges to proper ledger and budget accounts; reviews and analyzes financial, budgetary and job cost records and reports.
- prepares and maintains journal vouchers; maintains and reconciles subsidiary ledgers;
- prepares invoices for amounts due; prepares correspondence regarding various accounts such as rents, leases, damages, sales and construction in progress; maintains outstanding invoice list and collections data;
- may consult with District personnel concerning accounting records and procedures; maintain job cost accounting records; conducts close-out procedures of District and developer jobs; tracks and updates budget expenditures for equipment and capital improvements;
- maintain accounts receivable, materials inventory, depreciation and fixed asset records;
- make data entries in Sage computer system to proper accounts and assists with month-end close of accounts payable, receivable, payroll, inventory, fixed assets general ledger and job costs;

- make data entries for material requisitions; enters cash receipts to sub-ledger; analyzes, recommends, troubleshoots and makes recommendations for improvements in methods, procedures, software and forms;
- may reconcile bank accounts; fixed assets, account receivable, and other general ledger accounts.
- assist with tracking wire fund transfers;
- maintain overhead payroll schedule; assist with sales tax returns, W-2's and 1099's;
- Conducts special projects and provides data for analysis purpose.

## **OTHER DUTIES**

Participates in District payroll and accounts payable duties as required and as back-up to the Accounting Clerk; assists with troubleshooting accounting software problems and makes recommendations for accounting and timesheet software; is knowledgeable enough to train employees in use of accounting system in the absence of the Senior Accountant; participates in software conversions where needed.

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

### Experience/Education

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

### Knowledge/Skill/Ability

*Knowledge of:* accounting, auditing and budgetary principles, procedures and terminology; job cost accounting; general banking processes and procedures such as general ledger, accounts payable, account receivable, inventory, fixed assets and cash receipts; computerized accounting and financial reporting; basic payroll processing and procedures. ;

*Ability to:* prepare clear and concise financial and accounting reports and correspondence; ability to read, interpret and follow written procedures, policies, rules, and ordinances applicable to assigned duties; ability to understand and carry out oral instructions for assigned duties; input accurate data records;; understanding and ability to efficiently use personal computers and applicable software; maintain a variety of comprehensive spreadsheets using Microsoft Excel; produce internal memos and reports using Microsoft Word; establish and maintain effective working relationships; assist with special projects requiring moderate level of analysis of processes and procedures and make recommendations to improve the effectiveness and/or efficiency of district accounting systems; work overtime, weekends and holidays as required, and remain available in the event of an emergency.

## **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 and using a computer keyboard and mouse. 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."

Approved	
Date	5-26-23