

**CARMICHAEL WATER DISTRICT**  
**Classification Specification**

**Job Class:** Staff Accountant  
**FLSA Status:** Non-Exempt  
**Supervisor:** Assistant General Manager  
**Effective Date:** August 2018

**Description**

Under general supervision, the Staff Accountant performs a variety of difficult and complex fiscal and recordkeeping operations, functions and programs of the District; and ensures that the highest quality customer service is delivered to District customers.

**Distinguishing Characteristics**

This is a ***non-exempt position*** in the Administrative Services Department performing a full range of duties at a high level of independence. Positions at this level are distinguished from other classes within the department by the level of responsibility assumed, confidentiality, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, by the nature of the public contact made, and the level of experience.

**Essential Duties and Responsibilities**

The following duties are typical for this classification. Depending upon the assignment, the employee may not 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 needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

Operation and Maintenance of Fiscal and Recordkeeping Programs (Department):

- Oversee the departmental activity including but not limited to: payables, receivables, invoices, journal entries, general ledger, fixed asset, depreciation, accruals, inventory, and reconciliation.
- Prepare, process and maintain regular departmental activity (i.e.: daily, weekly, monthly, quarterly, annually, etc.) and departmental records and database.
- Secure approval initials and/or signatures on required documents.
- Prepare and maintain required fiscal reporting documents for Board packets (i.e.: balance sheet, income statement, budget, fiscal agent activity, etc.).
- Timely perform monthly and annual fiscal closings.
- Timely perform calendar year end activity (i.e.: 1099s, etc.).
- Prepare and maintain all necessary documentation for annual audit program (i.e.: preliminary through post audit).
- Prepare and maintain all necessary documentation for outside sales agreements.
- Ensure all work performed is completed to District standards.
- Read and interpret specifications, bid documents, contract, grants, and program documents.

Planning:

- Achieve efficiency through proper planning, organization, scheduling, and direction of program activities, resources, and projects.
- Evaluate and recommend improvements to increase efficiency.
- Research, collect, organize and analyze data.
- Participate in Business Plan, water rate, and funding efforts.

Staffing and Training:

- Attend, support and participate in training, meetings, seminars, demonstrations, events and conventions as required.
- Participate in committees and regional groups (i.e.: Safety or Star Committee, JPIA, etc.).

#### Policy:

- Comply with all District policies and procedures (i.e.: Policy Manual, Rules and Regulations Manual, Emergency Response Plan, IIPP, etc.).

#### Compliance:

- Participate and comply with safety programs and procedures for employees.
- Comply with District, local, state and federal regulations; and prepare a variety of related reports.
- Complete data requests, regulatory filings, and annual reports as required.
- Perform quality control on daily paperwork, reports (i.e.: monthly, quarterly, annually, etc.) and departmental records and database to ensure compliance.
- Work with consultants on any regulatory/compliance requirements, documents, and reports.
- Maintain accurate records and files in compliance with generally accepted accounting practices and recommendations from Auditor.

#### Programs, Projects and Bids:

- Prepare necessary reports, RFPs, bids, and specifications for new equipment, materials, contracts, services and assigned projects.
- Document and maintain complete and accurate process, procedures, files and records for all projects and programs.
- Prepare and maintain financial files (i.e.: construction projects, grants, agreements and contracts).

#### Budget:

- Compile and prepare fiscal year annual budget document and presentation.
- Enter approved annual budget and adjustments in financial software.
- Prepare and distribute monthly documents.
- Prepare budget adjustment documents for Board approval.

#### Customer Service:

- Investigate departmental calls, complaints and claims and take necessary corrective action.
- Provide excellent timely customer service.
- Provide Board and staff with support/information on issues of interest to the public or media.
- Assist other staff regarding customer service for District customers as necessary.

### **Qualifications**

#### *Knowledge of:*

- Principles, methods, techniques, objectives and practices of fiscal and recordkeeping programs and functions (i.e.: payables, receivables, invoices, journal entries, general ledger, fixed asset, inventory, and reconciliation).
- Planning and organizing.
- Procedure maintenance.
- Federal, state, county and local regulatory compliance.
- Work safety standards and requirements.
- Project management.
- Budget development and fiscal controls.
- Customer service.
- Professional applications of research and writing skills.
- Computer proficiency

*Ability to:*

- Plan, organize, manage, coordinate, and direct the District's fiscal and recordkeeping programs and functions.
- Exercise good judgment.
- Effectively manage time and workload to maximize productivity.
- Manage multiple projects simultaneously.
- Organize data, maintain records, and prepare reports.
- Develop and control budgets.
- Analyze situations and make sound recommendations in support of District goals.
- Communicate effectively both orally and in writing with the Board of Directors, District management, co-workers, and the public in one-to-one and group settings.
- Understand, interpret and apply laws, rules, regulations and ordinances relating to District activities.
- Effectively represent the District with the public, community groups, contractors, and other organizations.
- Establish and maintain cooperative working relationships.
- Operate a variety of standard office equipment, telephone, personal computer and software applications for word processing, graphic presentations, spreadsheets, and other job-related software (i.e.: Great Plains and FRX).

**Physical Requirements**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

- Travel occasionally by airplane conducting District business.
- Travel regularly by vehicle for District related duties and activities.
- Communicate orally and in writing with District management, co-workers, and the public in one-to-one and group settings.
- Vision and hearing within normal ranges with or without correction.
- Operate a variety of automated office machines (i.e.: personal computer, copier, fax, etc.).
- Regularly use telephone for communications.
- Regularly use electronic devices.
- Typical work in an office environment:

Regularly:

- Sit at a desk/table for an extended period of time.
- Ability to bend (neck and waist), squat, climb, stoop, kneel, twist, grasp, fine manipulation, push, pull, reach, climb, crouch, balance, stand, walk.
- Lift, carry and move objects up to 25 pounds such as storage boxes, large binders, books, and small office equipment.
- Repetitive use of hands.
- Reach above and below shoulder level.

**Environmental and Working Conditions**

The environmental and working conditions herein are representative of those an employee encounters while performing the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The performance of this position may occasionally require exposure to job site, distribution and production areas where:
  - Certain areas may require the use of personal protective equipment such as hard hats, safety glasses and hearing protection.
  - May be both indoors and outdoors in all weather conditions with exposure to dust, dirt, water and significant temperature changes between cold and heat; on various types of terrain and footing which may be slippery or uneven; around moving objects or vehicles.

- May be around machinery with moving parts or stationary equipment; near hazardous chemicals; exposed to fumes/smoke/gases.
- For the most part ambient room temperatures, lighting and traditional office equipment as found in a typical office environment.

### **Education, Experience, and Certification**

#### *Required:*

- A Bachelor's Degree from an accredited college or university in accounting.
- Two years of increasingly responsible experience as an accountant.
- Two years of increasingly responsible experience in general ledger sub-systems such as account reconciliations, fixed assets, accounts payable and accounts receivable and applicable accounting practices.

#### *Desirable:*

Any equivalent combination of education and experience which provides the knowledge and abilities necessary to perform the work – for example:

- A Master's Degree from an accredited college or university in business administration, finance, accounting or closely related field.
- Three or more years of experience in the public agency.
- Three or more years of increasingly responsible experience as an accountant.
- Three or more years of increasingly responsible experience in general ledger sub-systems such as payroll, account reconciliations, fixed assets, billing, accounts payable and accounts receivable and applicable accounting practices.
- Three years of customer service and administrative support experience.

### **Licenses**

- Possess a valid State of California Class C driver's license.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two years duration.

**License and Certification Maintenance: Employee is responsible to complete the designated number of contact hours (i.e.: continuing education and/or training requirements) and licensing requirements to maintain all required licenses and certifications as a condition of continued employment.**

***NOTE:*** The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria that are performed by most incumbents, but other related duties may be performed. Not all duties listed are necessarily performed by each individual.