



CRESCENTA VALLEY WATER DISTRICT

ACCOUNTANT

JOB DESCRIPTION

SUMMARY DESCRIPTION

Under the direction of the Finance & Administration Manager, the Accountant performs a wide variety of complex accounting, financial reporting, payroll, budgeting, and internal control activities in support of Crescenta Valley Water District's mission and vision. This position carries significant responsibility and requires independence, sound judgment, and professional expertise. The Accountant supports strategic financial initiatives, ensures compliance with applicable regulations, and acts as a liaison with auditors, consultants, and other departments.

The selected candidate will be deliberate about teamwork and professionalism, being flexible and a good listener, and being able to express ideas and exercise good judgment in analyzing situations and making decisions. They will have strong technical and interpersonal skills and experience necessary to uphold CVWD's values statement and promote communication and collaboration across departments. The Accountant is expected to communicate clearly both in writing and verbally, make recommendations, and produce effective and engaging presentations.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all 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.

- Perform day-to-day accounting operations including accounts payable, accounts receivable, general ledger, and payroll;
- Review and ensure accuracy of general ledger postings and account setup;
- Prepare complex journal entries and financial reports in accordance with GAAP and GASB;
- Perform monthly and annual closing processes, including bank and general ledger reconciliations and preparation of associated journal entries;
- Prepare periodic and year-end financial statements, reports, and audit schedules, including assisting in the ACFR preparation;
- Perform payroll preparation and processing, including tax reporting and benefits administration;
- Assist with internal control reviews and annual financial audits;
- Support the development, forecasting, and monitoring of the District's operating and capital budgets, including budget workshops, presentations, and recommending process improvements;
- Maintain accounting records, ledgers, and journals in accordance with applicable standards;
- Participate in system updates and improvements for accounting and financial reporting tools;
- Prepares financial data and projections to support long-term financial planning.
- Reconcile utility billing cash receipts to bank deposits and report any discrepancies, including NSF's and bank errors in a timely manner.
- Support grant administration, including application assistance, compliance monitoring, and reporting requirements;
- Assist in preparing and submitting required regulatory filings and compliance documents
- Support the implementation and maintenance of internal controls, including segregation of duties, financial system enhancements, and audit recommendations;

- Assist with rate studies and associated projects;
- Perform related duties as required.

OTHER DUTIES AND FUNCTIONS

- Serve as a liaison with vendors, contractors, and external auditors;
- Conduct special financial analyses as directed;
- Support implementation of department or District-wide processes, software, and other improvements;
- Receive, process, and respond to customer service requests in person, by phone, and virtually, resolving a variety of issues related to accurate meter readings, high consumption, delinquent accounts, turn-ons/offers, improper billings etc.;
- Identify and implement opportunities to improve efficiencies and operational effectiveness across financial and administrative functions
- Other duties as assigned.

QUALIFICATIONS

The successful candidate will reflect the District's core values as shown in the Strategic Plan. In addition, the following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully contribute to the District's mission and vision.

Ability to:

- Perform complex accounting tasks with accuracy and attention to detail;
- Prepare comprehensive financial statements and reports;
- Interpret and apply laws, regulations, and procedures related to public finance;
- Prioritize tasks and meet deadlines under changing workloads;
- Apply critical thinking, sound judgment, and innovation in financial problem-solving;
- Communicate complex financial concepts clearly and effectively;
- Demonstrate strong interpersonal skills and work collaboratively across departments and teams;
- Communicate clearly and effectively, both verbally and in writing, with staff, management, and customers;
- Exhibit professionalism and a customer service mindset;
- Comply with, promote, and enforce CVWD's Values Statement.

Knowledge of:

- Principles and practices of governmental accounting, budgeting, payroll, and auditing;
- Generally Accepted Accounting Principles (GAAP) and GASB pronouncements;
- Applicable federal, state, and local laws and regulations governing public agency finance;
- Internal control procedures and audit practices;
- Payroll and benefits administration practices;
- Office and accounting software, including Microsoft Office Suite and financial systems.

Experience and Education: *Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be considered qualifying. A typical way to obtain the knowledge and abilities would be:*

- **Education:** Bachelor's degree in accounting, finance, economics, public administration or related field. A Master's Degree in a closely related field is highly desirable.
- **Experience:** Two (2) years of increasingly responsible work experience in performing professional financial analysis, accounting, management information system development, and budgeting work.
- **License:**
Possession of a valid California Class C Driver's License may be required at the time of appointment. Possession of a Certified Public Accountant (CPA) License is highly desirable.

Physical Demands and Working Environment:

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.

- **Environment:** Standard office setting; exposure to computer screens; extensive interaction with District staff and the general public. This position is based on-site at the District's office and requires in-person presence to support staff collaboration and operational needs.
- **Physical:** Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of computer keyboard; pull, push, lift and/or carry light to moderate amounts of weight; bend, stoop, kneel, and crawl; ability to verbally communicate to exchange information.
- **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.
- **Hearing:** Hear in the normal audio range with or without correction.

Classification:

Exempt

The District is an Equal Opportunity Employer.