

CRESCENTA VALLEY WATER DISTRICT ACCOUNTING CLERK

Revised February 2018

Definition/Summary

Under general supervision, the Accounting Clerk will work with the Accounting and Customer Service departments. The Accounting Clerk will perform a variety of bookkeeping and recordkeeping assignments. The individual will also perform related administrative functions and serve an active role within Customer Service, which may range from answering billing inquiries to analyzing water usage data to identify usage patterns.

Essential Functions

- Set up accounts for general ledger posting;
- Reconcile revenues, expenditures, receivables, and other data with the general ledger;
- Assist with annual audits conducted by external auditors;
- Assist management with the preparation of budgets and long-range financial plans;
- Reconcile invoices to purchase orders;
- Process vendor payments and other claims;
- Assist with payroll activities; and
- Provide support for the Customer Service department.

Other Duties

- Answer public inquiries about billing and payment problems;
- Perform ad-hoc analyses as directed by management; and
- Perform related duties as assigned.

Job Standards/Specifications

- Knowledge of principles and practices of accounting – e.g., reconciliations, accounts payable, and internal controls;
- Comfort with financial and management information systems;
- Ability to maintain and update ledgers and journals;
- Ability to follow oral and written direction;
- Ability to establish and maintain cooperative working relationships with co-workers and, where appropriate, outside agencies and the public; and
- Ability to provide professional, courteous, and effective customer service.

Typical Physical Activities

- May occasionally travel by airplane and automobile in conducting District business;
- Work at a desk for an extended period of time;
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment;
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment;
- Regularly uses a telephone for communication;
- Use office equipment such as computers, copiers, and FAX machines;
- Sits for extended time periods; and
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

1. Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
2. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Desirable Qualifications

Any combination of education and experience which would likely provide the necessary knowledge and abilities.

A typical way to obtain knowledge and abilities would be: 3-5 years of increasingly responsible work experience in professional accounting and working with management information systems. An Associate's or Bachelor's degree or any equivalent in Accounting or closely related discipline is preferred.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License shall be required at the time of appointment. Failure to maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date