



ACCOUNTANT

CRESCENTA VALLEY WATER DISTRICT

Salary Range \$5,604 to \$7,397 per month

Under general direction, the Accountant performs a variety of difficult and complex professional accounting duties in support of District financial, accounting, and related administrative functions; assists with performance audits of District functions and services; assists with internal control reviews; and is responsible for payroll preparation and processing and all related activities.

Other duties include performing special analytical studies; assist with development and maintenance of the District financial management information system; assist with the annual outside audit; serve as liaison with vendors, contractors, and debtors; perform related duties as assigned.

Three years of increasingly responsible work experience in performing professional financial analysis, accounting, management information system development, and budgeting work along with a Bachelor's degree in Business Administration, Finance, Accounting, or closely related field from an accredited college or university is required.

APPLY BY: Applications and cover letter will be accepted until January 3, 2017 or until the first 25 qualified applications are received. Resumes will not be accepted in lieu of a completed District application form. Applications and a detailed job description can be obtained at the District office located 2700 Foothill Blvd., La Crescenta, CA 91214 or you may also obtain this information by visiting the District's website at www.cvwd.com.

ACCOUNTANT

REVISE NOVEMBER 2016

Definition/Summary

Under general direction, the Accountant performs a variety of difficult and complex professional accounting duties in support of District financial, accounting, and related administrative functions; assists with performance audits of District functions and services; assists with internal control reviews; and is responsible for payroll preparation and processing and all related activities.

Essential Functions

- Plans, organizes, and coordinates daily accounting functions and assignments.
- Sets up accounts for general ledger posting.
- Reviews and ensures the accuracy of ledger posting.
- Reconciles revenue and expenditure data with the general ledger.
- Prepares month-end journals.
- Prepares periodic financial reports and statements.
- Closes and adjusts journals and ledgers each fiscal year.
- Performs periodic audits of internal accounting records to insure accurate controls.
- Assists with quarterly reviews and annual audits conducted by outside auditing agencies.
- Assists District management with long range financial planning, protection of District assets, and maintenance of budget controls.
- Gathers and distributes financial data and projections for the preparation of the District budget.
- Prepares/processes payroll, tax reporting, benefits records administration, and prepares accounting transactions and payroll reports for District management.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

Other Duties

- Serves as a liaison with vendors, contractors, and debtors.
- Performs special analytical studies as directed by the Secretary-Treasurer.
- Assists with development and maintenance of the District financial management information system.
- Assists with audits of District operations, services, and activities.
- Performs related duties as assigned.

Job Standards/Specifications

Knowledge of:

- Principles and practices of budgeting, accounting, finance, and the development and maintenance of fiscal controls.

- Laws, rules, ordinances, and legislative processes controlling District financial functions and operations.
- Principles and practices of auditing.
- Computerized management information and fiscal systems.
- Investment principles and practices.
- Principles and practices of personnel administration.

Ability to:

- Plan, coordinate, and perform professional accounting work related to the maintenance and development of District financial, accounting, budgeting, and management information systems.
- Assist with District budget development and fiscal controls.
- Maintain and update ledgers and journals.
- Prepare a variety of financial reports and statements.
- Assist with performance audits of District services and functions.
- Effectively prepare and present technical financial information.
- Provide advice and consultation on the development of District financial and management information systems.
- Effectively represent the District's financial functions with individual citizens, community groups, and other government organizations.

Typical Physical Activities

- May occasionally travel by 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.
- 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, is qualifying.

A typical way to obtain the knowledge and abilities would be:

Experience - Three years of increasingly responsible work experience in performing professional financial analysis, accounting, management information system development, and budgeting work.

Education – A Bachelor's degree in Business Administration, Finance, Accounting, or closely related field from an accredited college or university is required.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or 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