

## DESERT WATER



### **ACCOUNTANT** Accounting Department

**Range: 46**  
**Salary:**

**JOB DEFINITION:** Under direction, performs a variety of difficult and complex professional accounting duties in relation to the Agency's financial and accounting functions; assist with annual audit; performs other work as assigned by the Accounting Supervisor/Controller.

**SUPERVISOR:** Accounting Supervisor or Controller

#### **DISTINGUISHED FROM LOWER RANGE POSITION(S):**

This is the third highest level that can be achieved within the Accounting Department. This is a professional level position responsible for a variety of high level accounting tasks. Included in these tasks are the preparation of monthly financial statements, coordination of Account Clerk duties as they pertain to the preparation of the financial statements, analysis of activities and account reconciliations. This position also interfaces with the independent auditors in the audit process and preparation of the consolidated financial statements at fiscal year-end. This position is distinct from the four Account Clerk positions, however, it requires the ability to perform the functions attributed to the Account Clerk positions if needed.

#### **EXAMPLE OF DUTIES:**

Duties assigned to this position include, but are not limited to: organization and coordination of daily accounting functions; provides responsible professional and technical assistance to the Finance Director, Controller, Accounting Supervisor in the administration and implementation of the Agency's financial, auditing and accounting practices; oversees and ensures the integrity of the general ledger, including evaluating and analyzing transactions, implementing accounting procedures and preparing accurate and timely financial analyses and reports; recommend and implement changes in accounting and auditing systems and/or procedures; keeps immediate supervisor accurately informed of work progress, including present any potential problems and suggestions for new or improved methods of addressing such problems; maintains a solid working knowledge of the Agency's integrated accounting system and the relationship of the multiple applications review all Agency accounts payable transactions for approval; ensure correct account numbers, proper signatures; assist departments in proper classification of revenues and expenses; prepare and process simple and complex journal entries; review and approve Account Clerk journal entries; reconciles and monitor's reconciliation of general ledger, bank and investment accounts; performs a variety of special projects and analyses as required; performs the routine monthly and annual closing of the general ledger; maintains positive working relationships with co-workers, other Agency employees and the public; other duties as assigned by the Finance Director, Controller and Accounting Supervisor

#### **QUALIFICATIONS:**

**Schooling:** Bachelor's degree from a four year college with specialization in Accounting, economics or closely related field

**Certification(s):** None required

**Experience:** Three years of increasingly responsible accounting or related experience, preferable in a governmental or public utility setting

**License(s):** Possession of a valid driver's license issued by the California Department of Motor Vehicles for use in conjunction with the possible operation of Agency vehicles, with an acceptable driving record.

**Knowledge:** Budgeting, accounting, fiscal procedures and methods; GASB requirements and implementation; laws and regulations relating to the financial administration of public agencies; financial analysis and research procedures; auditing and inventory control procedures; agency financial policies; modern office methods and equipment; fundamentals of computer and other data processing equipment, its applications and potential; basic concepts applicable to the procedures and processes governing the receipt, custody and expenditure of Agency funds; ability to maintain approved financial and accounting systems and procedures. Advanced knowledge of Excel required.

**Ability:** Perform professional level accounting duties; interpret and explain Agency financial policies and procedures to other Agency employees; analyze and solve a variety of accounting and financial problems; direct the collection and analysis of a variety of financial information; prepare clear and concise reports including fiscal recommendations; instruct and train accounting personnel; present a pleasing personal appearance and vocal image to the public in a tactful and courteous manner; establish and maintain cooperative working relationships with fellow employees and the general public.

#### PHYSICAL REQUIREMENTS:

**Climbing:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Going up and down ladders, stepping stools, stairs

**Bending:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Filing, picking up boxes, normal office range of motion

**Lifting:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Picking up boxes, picking up paper reams

**Sedentary/sitting:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Sitting at desk, driving or riding in vehicles

**PHYSICAL REQUIREMENTS (continued):**

**Standing:**  yes  no      **Frequency:** Continual  Often  Infrequently  Never

Examples: Standing on carpeted areas and on cement when in the Agency's vault area

**Repetitive motion:**  yes  no      **Frequency:** Continual  Often  Infrequently  Never

Examples: Operation of equipment such as computer keyboard, telephone, typewriter, etc.

**WORK ENVIRONMENT:**

Generally, work is within the Agency Operations Center in an environment where the temperature is controlled. The majority of the Accounting Department members work within an open space or in the confines of a cubicle. The Accounting Department is located off the Agency's secured lobby area, and the front counter at which customers and visitors are greeted is enclosed with bullet-deflecting acrylic sheeting. Lighting is overhead, and there is a music/paging system which is on and operating throughout the work day. There are a number of pieces of office equipment that operate within the confines of the Accounting area, including, but not limited to: telephones, main switchboard, computers, computer printers, calculators.

**I have reviewed this Job Description with my Supervisor and received a copy.**

---

Employee Signature

Date

---

Supervisor Signature

Date

***The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.***