



ACCOUNTANT (3 STEPS)

DEFINITION

The fundamental reason for the existence of this classification is to perform a wide range of professional accounting and audit work; to plan and conduct complex performance audits, maintain, review, and report financial and/or statistical data and records; prepare financial statements, review fiscal records, monitor financial transactions; and provide budgetary control for assigned funds and do related work as required.

SUPERVISION RECEIVED AND EXERCISED

Incumbents work independently under general direction from the Finance Supervisor, and may receive direction from the Director of Finance, and review the work of, and provide functional support to technical staff. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

This is a journey-level classification responsible for performing the full range of professional accounting duties in support of the District's financial, contracts, and procurement functions. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating policies and procedures of the work unit. This class is distinguished from the Finance Supervisor in that the latter is a first line supervisor with significant accountability and ongoing decision-making responsibilities associated with the work.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Prepares journal entries.
- Maintains and reconciles general ledger and bank accounts.
- Completes month and year-end closing of accounts.
- Records and maintains fixed assets.
- Assists with budget preparation.
- Assists with preparation of monthly, quarterly and annual financial reports.
- Prepares schedules for the annual audit.
- Prepares reports on budget versus actual results including forecasting for revenues, expenditures, capital and cash reserves.
- Researches and analyzes a variety of financial and statistical information.
- Reviews work of, and provides functional support to, technical level staff.
- Responds to inquiries from internal staff, customers, vendors, and regulatory agencies.

QUALIFICATIONS

Knowledge of:

- General accounting theory, principles, and practices, and their application to a wide variety of accounting and fiscal transactions.
- Laws, ordinances, and regulations relevant to assigned areas of responsibility.
- Terminology and practices of financial and accounting document processing and record keeping, including payroll, accounts payable, accounts receivable, and the general ledger.
- District procurement policies and procedures.
- Basic principles and practices of contract administration.
- Computerized accounting and electronic data processing procedures, methods and equipment.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Apply general accounting principles.
- Analyze accounting and financial data generated by a computerized finance system.
- Prepare and maintain clear, accurate, and concise statistical, accounting, and financial records and reports.
- Ability to understand, interpret, and apply complex guidelines.
- Learn and effectively apply District policies, procedures and practices.
- Understand and carry out oral and written instructions.
- Establish and maintain effective working relationships with others.
- Communicate with irate or difficult people.
- Accept constructive criticism from management, co-workers, and subordinate employees.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities may be qualifying. A typical way to obtain the required qualifications would be:

A Bachelor's degree from an accredited four-year college or university with major coursework in accounting or closely related field. A CPA is desirable. Five (5) years of accounting, auditing and budgeting experience.

Licenses and Certifications:

Must possess a valid California Class C Driver's License at the time of employment. The ability to drive District vehicles is a specific requirement for this position. For that reason it is the employee's responsibility to maintain a driving record that is acceptable to the District's insurance carrier or be subject to dismissal.

Minimum Eligibility Standards for District Vehicle Insurance Coverage

PHYSICAL DEMANDS

Work is largely conducted in an indoor office setting and involves sitting for long periods of time with the ability to move about at will. Incumbents within this classification are expected to be able to communicate orally, in person or via the telephone, with other District employees, members of the general public, or employees of other governmental agencies. This position comprehends and draws inferences from written

material such as government regulations, laws, codes, and ordinances. An incumbent uses a computer to produce written documents such as correspondence and reports, which requires repetitive arm/hand movements. Incumbents may also be required to move objects weighing less than 20 pounds, such as computer reports, for distances of under 50 feet. Requires the ability to bend, stoop, and reach above shoulder level.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL INFORMATION

Disaster Service Worker:

Employees of Vallejo Flood and Wastewater District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the local area, or your own community.