JOB DESCRIPTION

Coachella Valley Water District

Date: May 9, 2012

TITLE: Accountant
SECTION: Accounting

DEPARTMENT: Finance
SRN: A32

REPORTING RELATIONSHIP:
Reports to: Accounting Manager
Supervises the following positions: Not Applicable

DEFINITION: This is a professional level position responsible for a variety of high level accounting tasks. This position is responsible for the oversight and coordination of the duties of accounting technicians and assistants. Included in these tasks are the preparation of monthly financial statements, analysis of activities and account reconciliations. This position also interfaces with the independent auditors in the audit process and preparation of the comprehensive annual financial report. The Accounting Manager provides general supervision and direction.

ESSENTIAL FUNCTIONS:

1. Provides responsible professional and technical assistance to the Finance Director, Accounting Manager and other members of the finance staff in the administration and implementation of the District’s financial, auditing and accounting processes.

2. 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.

3. Oversees and directs the preparation of the annual financial statements and notes, such as the preparation and submittal of the Comprehensive Annual Financial Report (CAFR).

4. Monitors implemented District policies related to accounts payable, general ledger, and fixed assets to insure compliance is maintained and performs follow up procedures when compliance is not maintained.

5. Keeps immediate supervisor accurately informed of work progress, including present and potential problems and suggestions for new or improved methods of addressing such problems

6. Maintains a solid working knowledge of the Districts integrated accounting system and the relationship of the multiple applications.
ESSENTIAL FUNCTIONS (Cont.):

7. Prepares and processes journal entries of both a simple and complex nature.

8. Reconciles and monitors’ reconciliation of accounts.

9. Maintains positive working relationships with co-workers, other District employees and the public.

10. Performs a variety of special projects and analyses as required.

11. Performs the routine monthly and annual closing of the general ledger.

MINIMUM QUALIFICATIONS:

License or Certification: Valid California Operators license issued by the State Department of Motor Vehicles.

Experience: 5 years of progressively increasing responsibilities in general accounting, auditing and financial management. Experience with a utility district is desired.

Education: Completion of a bachelor’s degree program in Accounting, Finance, Business Administration or closely related field from an accredited college or university.

Knowledge of:
- Generally Accepted Accounting Principles as applicable to a public utility district
- Cost accounting methods and procedures
- Knowledge of Federal, State and local laws and regulations relating to the financial administration of public agencies
- Use of spreadsheet and word processing software
- Use of proprietary accounting software
- General principles and practices of data processing and its applicability to accounting and utility operations
- Principles of fund accounting
- Modern office practices, procedures and equipment
- Financial statement preparation for Comprehensive Annual Financial Reports
- Knowledge of business cycles in revenues and expenses.
MINIMUM QUALIFICATIONS (Cont.):

Ability to:
- Perform professional level accounting duties
- Interpret and explain District financial policies procedures to other District employees, other agencies and the general public
- Analyze complex financial data and draw sound conclusions
- Evaluate and develop improvements in operations, procedures and policies.
- Effectively represent the department and the District in meetings with other agencies, professional, regulatory and legislative organizations.
- Modify existing policies, procedures and methods to meet unusual conditions
- Maintain attention to detail and accuracy while meeting critical deadlines.
- Communicate clearly and effectively both orally and in writing.
- Assist and work with the external auditors during the year end audit.
- Guide and direct less experienced staff members.

PHYSICAL REQUIREMENTS:

1. Sit for extended periods of time
2. Talk or hear normal conversations, in person or over by telephone
3. Use hands repetitively to operate standard office equipment
4. Reach with hands and arms
5. Specific vision abilities required by this job include close vision and the ability to view a computer screen.

See Human Resources for Physical Assessment Form.