JOB DESCRIPTION

Coachella Valley Water District
Date: September 30, 2010

TITLE: Accounting Manager
SECTION: General Accounting

DEPARTMENT: Finance

REPORTING RELATIONSHIP:

Reports to: Assistant Finance Director

Supervises the following positions: Professional, technical and clerical accounting support staff.

DEFINITION: Under limited direction, plans, administers, and oversees complex managerial and professional work on a broad range of financial and accounting business programs, activities, and services for the Finance Department; and performs related duties as assigned.

ESSENTIAL DUTIES:

1. Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment that supports the District’s mission; directs all activity of the General Accounting section including general ledger fund accounting, cash and investments, accounts receivable, accounts payable, construction work in progress, cost accounting, fixed assets and debt service.

2. Manages the responsibilities, authority, and accountability of all direct subordinates; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; takes disciplinary action to address performance deficiencies, in accordance with District policies and labor contract agreements.

3. Works closely with District staff to provide direction, leadership, and solutions to problems; applies process improvement and quality management principles to assigned areas of responsibility; makes policy decisions and changes as required.

4. Develops, implements, and oversees the District’s monthly, quarterly and annual comprehensive financial reports, and accounting and fiscal reporting programs, activities, and services; oversees implementation and maintenance of new accounting-related systems and programs.

5. Assists auditors by collecting and providing client-prepared schedules, preparing and verifying financial statements and information, and auditing the District’s accounting and reporting systems.

6. Oversees account reconciliations pertaining to banking, investments, accounts receivable, liabilities, revenues, and expenses to ensure transactions are properly recorded and funds are safeguarded; reviews accounts within funds, to ensure that funds are balanced and activities are in compliance.
ESSENTIAL FUNCTIONS (Cont.):

7. Assists in the administration of the District’s investment program; reviews funds available and projects needs for given periods; and assures proper and adequate cash flow for District operations.

8. Assists with accounting and reporting of District bond-related issues and responds to inquiries pertaining to various bond issues.

9. Develops cooperative professional relationships with representatives of outside agencies, federal, state, and other public sector organizations, community leaders, consultants, and citizens.

10. Acts in the absence of the Assistant Finance Director; participates on various committees or task forces; supports and carries out various administrative, financial, operating and personnel policies of the District.

MINIMUM QUALIFICATIONS

Knowledge of:
- Principles and practices of general, enterprise and governmental accounting, auditing, and financial reporting; public utility administration and best practices.
- Governmental Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB).
- Supervisory practices and procedures, including methods for selecting employees, providing training, conducting performance evaluations, and administering disciplinary procedures, including managing employees through multiple levels of supervision.
- Modern office procedures, practices, methods, and equipment, including computer hardware and software applications utilized in financial record keeping.
- Best practices as applied to providing excellent customer service throughout the organization.
- Advanced methods and techniques of statistical and financial analysis.
- Principles, practices, and methods of budget preparation and strategic planning and administration.
- Pertinent federal, state and local laws, ordinances, codes, rules, regulations, and grant requirements pertaining to governmental accounting systems.
- Advanced methods and techniques of data collection, research, and report preparation.
MINIMUM QUALIFICATIONS (Cont.):

Ability to:

- Provide management-level assistance to the Finance Director and Assistant Finance Director in the administration of financial services.
- Demonstrate an ethical, conscientious, collaborative, and customer service-oriented viewpoint.
- Plan, direct, schedule, train, and evaluate the work of others on day-to-day projects, services, and activities; conduct operational, financial, and related studies; and evaluate alternatives and make sound recommendations.
- Contribute effectively to the accomplishment of team and work unit goals, objectives, and activities.
- Review and maintain accurate financial records, compile data, make computations, and prepare data summaries in accordance with established formats; maintain accounting and budgeting systems; and perform detailed accounting work requiring a high degree of accuracy, including reconciling accounting data and maintaining journals, ledgers, and spreadsheets.
- Collect, evaluate, and interpret complex information and data; and develop accounting and financial spreadsheets.
- Prepare a broad range of accurate, clear, and concise administrative, financial, statistical, and narrative reports, correspondence, and other written materials.
- Analyze problems from the perspective of the accounting profession; identify alternative solutions; project consequences of proposed actions; and implement recommendations.
- Read, understand, interpret, apply, and explain applicable laws, codes, regulations, contracts, grant requirements, and accounting concepts and formulas.
- Conduct accurate and effective training; prepare effective visual presentations and present information to groups clearly and concisely.
- Maintain effective relationships with customers; meet the public in situations requiring diplomacy and tact; and deal constructively with conflict and recommend effective resolutions.
- Effectively communicate verbally and in writing; and effectively communicate with individuals from various socioeconomic, ethnic, and culturally diverse backgrounds.
- Exercise sound judgment in handling sensitive issues; and prepare, present, and maintain complete, accurate, and concise reports, memorandums, and letters.
MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Education: Bachelor's Degree from an accredited college or university with major course work in accounting, finance, business administration or a closely related field.

Experience: Eight years of progressively responsible experience in accounting, four years of which involved supervising other professional staff. Experience in governmental accounting is highly desirable.

PHYSICAL REQUIREMENTS:

1. Driving: Light
2. Sits for prolonged periods of time.
3. Operates a computer workstation.

See Human Resources for physical assessment form.