

JOB DESCRIPTION

Coachella Valley Water District

Date: May 9, 2012

TITLE: Senior Accountant

SECTION: Accounting

DEPARTMENT: Finance

SRN: A38

REPORTING RELATIONSHIP:

Reports to: Controller

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. Performs complex professional accounting analysis duties for various District accounts and funds. This position also interfaces with the independent auditors in the audit process and preparation of the Comprehensive Annual Financial Report. The Controller provides overall supervision and direction.

ESSENTIAL FUNCTIONS:

1. Provides responsible professional and technical assistance to the Finance Director, Controller and other members of the finance staff in the administration and implementation of the District's financial, auditing and accounting processes.
2. Reconcile and provide financial management of federal and state local grants and their related billings.
3. 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.
4. Research accounting issues and determine and/or recommend proper resolution.
5. Train employees in their area of work including accounting, financial record keeping methods, procedures, work with employees to correct deficiencies.
6. Assists the Controller with the annual audit the preparation of the annual financial statements and notes, such as the preparation and submittal of the Comprehensive Annual Financial Report (CAFR).

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ESSENTIAL FUNCTIONS Cont.

7. Interpret and apply governmental codes and federal and state laws and regulations. Ensure employee compliance. 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.
8. Keeps Controller accurately informed of work progress, including present and potential problems and suggestions for new or improved methods of addressing such problems.
9. Reconcile and account for the Districts outstanding debt. Ensure debt payments are made on a timely basis.
10. Maintains a solid working knowledge of the Districts integrated accounting system and the relationship of the multiple applications.
11. Prepares and processes journal entries of both a simple and complex nature.
12. Reconciles and monitors reconciliation of accounts.
13. Maintains positive working relationships with co-workers, other District employees and the public.
14. Performs a variety of special projects and analysis as required.
15. Coordinates 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 a governmental accounting environment, general accounting, grant funding, auditing and financial management. Two years as an Accountant with a utility district is desired. CPA or Master's Degree is preferred.

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

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MINIMUM QUALIFICATIONS (Cont.):

Knowledge of:

- Generally Accepted Accounting Principles (GAAP) as applicable to duties in a public utility district
- Principles and practices of governmental accounting and financial reporting.
- Thorough knowledge of Federal, State and local laws and regulations relating to the financial administration of public agencies

- Assessment Districts and Community Facility Districts
- 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
- Knowledge of Federal uniform guidelines, state and local regulations as they apply to Grant accounting.
- Modern office practices, procedures and equipment
- Financial statement preparation for Comprehensive Annual Financial Reports
- Knowledge of business cycles in revenues and expenses.

Ability to:

- Independently perform the most difficult professional accounting and auditing functions
- Organize and review work of staff.
- Oversees accounting department in the absence of the Controller
- 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
- Design and prepare difficult and complex financial statements and reports. Develop conclusions and recommendations.
- Ensure compliance with applicable financial reporting and governmental accounting regulations.
- Develop and implement goals.
- 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.

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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.