

FLSA: Exempt

WEST VALLEY SANITATION DISTRICT

SENIOR ACCOUNTANT

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under supervision of the division head, the Senior Accountant performs professional-level accounting duties assigned to classes within the accountant series, including maintaining, developing and analyzing fiscal statements and records; prepares financial statements in accordance with generally accepted accounting principles; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Senior Accountant is the professional level class in which incumbents are expected to perform the full scope of professional accounting duties and supervise financial support staff. Successful performance requires a thorough knowledge of accounting procedures and the ability to exercise sound independent judgment. The classification is distinguished from the next higher classification of Director of Administration and Information Services in that the latter is responsible for the management of the division.

SUPERVISION RECEIVED/EXERCISED:

The Senior Accountant receives general supervision from the Director of Administration and Information Services, and exercises technical and functional supervision over assigned financial support staff.

ESSENTIAL FUNCTIONS *(include but are not limited to the following):*

Reviews accounting documents to ensure accuracy of information and makes correcting entries as requires; examines supporting documentation to establish proper authorization and conformance with agreements, contracts, and federal, state, and local law, codes, and regulations.

Prepares and maintains control and subsidiary accounting records involving a variety of transactions and accounts; prepares trial balances and financial reports.

Assists in the maintenance of the District's tax rolls and other revenue related reporting.

Compiles and prepares financial statements, budgets, general and subsidiary ledgers, supporting schedules and other financial and statistical reports; prepares work papers, financial statements, and various reports for federal and state agencies as well as for internal accounting; performs grant accounting and prepares and submits required annual financial reports; maintains complete accounting records on federal, state, and other funding sources.

Participates in the posting, balancing and reconciliation of general, grant and subsidiary accounts; maintains expenditure and budgetary control accounts; researches and analyses transactions to determine available funds and resolve budget problems.

Maintains and updates asset records; calculates and records capitalization of expenditures and deletion of fixed assets for appropriate funds; calculates depreciation expense.

Performs cost and rate studies and analyzes cost factors.

Installs and designs new accounting systems and procedures and provides training in their use.

Develops and implements policies and procedures.

Coordinates activities with representatives of other jurisdictions, auditors, vendors, and customers.

Establishes and maintain cooperative working relationships with those contacted in the course of work.

Perform related work as required.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stopping in the performance of daily activities. The position also requires grasping, repetitive hand movement and coordination when using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper and document weighing up to 25 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

QUALIFICATIONS:

KNOWLEDGE/SKILLS/ABILITIES: The following are a representative sample of the knowledge, skills, and abilities necessary to perform essential duties of the position.

Knowledge of:

General accepted accounting principles, principles and practices of municipal government accounting, auditing, and budgeting; principles and practices of automated financial systems; applicable federal, state and local laws, codes and regulations; methods and techniques of supervision, training, and motivation.

Ability to: Examine and verify financial documents, reports and transactions; prepare a variety of budgets, financial statements, reports and analyses; analyze, post, balance and reconcile financial data, ledgers and accounts; ensure proper authorization and documentation for disbursements and other transactions; direct and review the work of assigned financial support staff; use initiative and sound judgment within established procedural guidelines; communicate clearly and concisely, both orally and in

writing; establish and maintain effective working relationships.

Skill to: Operate standard office equipment including a computer and a variety of word processing, spreadsheet, and other software applications including financial and accounting programs.

EDUCATION AND/OR EXPERIENCE:

Any combination of education and experience that has provided the required knowledge, skills, and abilities. A typical way of meeting the required qualifications is to have five years of professional accounting experience, and a four year degree from an accredited college or university in accounting, business, or a related field.

License/Certificate: Possession of, or ability to obtain, a valid Class C California driver's license.

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