

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Accountant

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| DEPARTMENT: Finance | ACCOUNTABLE TO: Accounting Supervisor | FLSA STATUS: Non-Exempt |
| SALARY RANGE: | 23 | |
| <p>CLASS SUMMARY: Incumbent is responsible for performing routine professional level accounting activities. Duties include: preparing a variety of financial reports; developing, preparing, and submitting internal reports; reviewing revenues and expenditures posted to the general ledger; scheduling, planning, and coordinating the preparation of the annual budget; preparing and analyzing financial reports related to budget variances; preparing spreadsheets for agenda items; assisting in the updating of the rules and regulations; coordinating needs with other departments in the preparation of their departmental budgets; prepares and presents budget financial data using PowerPoint software.</p> | | |
| <p>DISTINGUISHING CHARACTERISTICS: The Accountant is the second level of a four level accounting series. The Accountant is distinguished from the Accountant, Senior, in that the Accountant, Senior, has a broader scope involving financial analysis and may also work in a lead capacity.</p> | | |

| DUTY NO. | ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.) |
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| 1. | Develops and updates financial analysis spreadsheet tools and report writers for use in performing accounting and budgeting functions used by Padre Dam staff, supervisors, managers and Board members. |
| 2. | Coordinates budget effort including: developing planning schedules, communicating the budget plan and process with departments and providing budget spreadsheets and written analysis. Prepares and presents PowerPoint presentations. Coordinates final budget document production and applies for Padre Dam budget awards. |
| 3. | Maintains Padre Dam Fixed Asset system, updating for additions and deletions; assists with year-end audit schedules related to fixed assets. |
| 4. | Prepares income reports, fund balance reports, departmental expense reports, and capital improvement and equipment schedules and other schedules related to annual budget production. |
| 5. | Assists in the preparation of monthly financial statements. Prepares spreadsheets for sales and purchase unites of water, unbudgeted purchases, budget anomalies, departmental expense variances and written analysis. |
| 6. | Reviews and approves the daily cash receipts, inventory entries, and accounts payable expenditures recorded to the general ledger system. |
| 7. | Prepares spreadsheet tables for job classification and salary structure. |
| 8. | Reviews financial impact on Board agenda items for budget authorization. |

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| DUTY NO. | ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.) |
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| 9. | Prepares and analyzes budgeted capital improvement spread schedules in coordination with the Engineering Department. |
| 10. | Trains Padre Dam employees on the departmental budget processes. |
| 11. | Prepares spreadsheets, graphs, charts and budget variance analysis related to monthly financial package. |
| 12. | Assists in updating the rules & regulations and standard practices & policies. |
| 13. | Performs complex research and special financial analysis projects as directed by supervisor/ department head. |
| 14. | Performs other duties of a similar nature or level. |

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| <p>Knowledge (position requirements at entry):</p> <ul style="list-style-type: none"> • Accounting theories and principles. |
| <p>Skills (position requirements at entry):</p> <ul style="list-style-type: none"> • Performing mathematical calculations; • Preparing accounting statements and reports; • Reconciling accounts; • Multi-year forecasting; • Using computers and related software applications; • Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction. |
| <p>Training and Experience (position requirements at entry):</p> <p>Bachelor's degree in Accounting or Finance and three years experience in enterprise accounting; or equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.</p> |
| <p>Licensing Requirements (position requirements at entry):</p> <p>Valid California Driver's License.</p> |

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Physical Requirements:

Positions in this class typically require: sitting, fingering, talking, hearing, seeing and repetitive motion.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:

Date: 4/98; 1/02; 1/05