

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Accountant, Senior

DEPARTMENT: Finance	ACCOUNTABLE TO: Accounting Supervisor	FLSA STATUS: Exempt
SALARY RANGE:	29	
<p>CLASS SUMMARY: Incumbent is responsible for performing professional level accounting, auditing and financial analysis work in the design and maintenance of enterprise accounting records. Duties include: designing, coordinating, drafting and supervising the preparation of the lead sheets, work papers and all other documents for year-end audit; preparing monthly financial statements; analyzing accounting requirements; developing accounting and internal-control procedures; recommending policy; designing reports related to area of assignment; monitoring Padre Dam investments; accounting for capital equipment and fixed assets, auditing bi-weekly payroll documents; and acting as a resource for other accounting staff.</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Accountant, Senior is the third level of a four level accounting series. The Accountant, Senior is distinguished from the Accountant in that the Accountant does not have responsibility for performing in-depth financial analysis. The Accountant, Senior is distinguished from the Accounting Supervisor in that the Supervisor has full supervisory authority and has a broader scope of accounting activities.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Maintains all Padre Dam Records related to tracking, billing & refunding of capital and construction project expenditures.
2.	Designs a variety of financial reports, statements, spreadsheets and forms as necessary.
3.	Performs accounts payable review activities which includes approving and posting purchase orders, receivers and journal entries; auditing accounts payable daily work; and, reviewing the work of others.
4.	Designs, drafts, directs, and prepares the lead sheets, work papers and all other documents for year-end financial statements and audit, including review & follow-up to completion.
5.	Audits bi-weekly payroll by reviewing and approving all payroll documents, payments, tax schedules and journal entries and performs other audits as directed.
6.	Reconciles prepaid capacity to customer service files and makes adjustments as required.
7.	Tracks non-utility billing activities to ensure proper amounts are charged.

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8.	Reconciles wholesale receivables and submits billings for water to wholesale agencies; reconciles with customer service receivables and records their billing journal.
9.	Reviews accounting requirements, develops accounting procedures and recommends policies.
10.	Assists Supervisor with month-end closing entries.
11.	Assists Director of Finance with budget support.
12.	Prepares/reviews Padre Dam's monthly F/S, including the related supporting schedules.
13.	Performs other duties/projects of a similar nature or level.

Knowledge (position requirements at entry):

- Generally Accepted Accounting Principles (G.A.A.P.);
- Government fund accounting;
- Accounting software.

Skills (position requirements at entry):

- Reviewing and monitoring the work of others;
- Reconciling accounts;
- Preparing financial statements and accounting documents;
- Solving accounting problems;
- Performing multiple tasks;
- Designing and preparing accounting and audit lead sheets and worksheets.
- Reviewing and checking for accurate accounting information;
- 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.

Training and Experience (position requirements at entry):

Bachelor's Degree in Accounting and three years experience involving enterprise accounting, including one year monitoring the work of other accounting staff; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Certified Public Accountant is preferred

Licensing Requirements (position requirements at entry):

- Valid California Driver's License.

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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