

JOB DESCRIPTION

Job Title	Senior Accountant	Supervisor	Finance Manager
Department	Finance & Administration	Class Group	Supervisor, Professional, Confidential
Division	Finance	Salary Grade	M74
Section	N/A	FLSA Status	Exempt

This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.

BASIC JOB SUMMARY

Under general supervision of the Finance Manager, a Senior Accountant performs a full range of accounting duties including supervising assigned staff, overseeing daily accounts payable activities, providing technical work direction to staff, preparing detailed analytical and financial reports, completing special projects, and performing related duties as required.

ESSENTIAL DUTIES

Duty 1

Reviews, interprets, analyzes and prepares financial records, reports and documents: analyzes balance sheets accounts and corrects errors; reviews and posts billing transactions from the automated billing system to the general accounting system; prepares monthly closing timelines and coordinate monthly and year-end closing activities; prepares and posts general and administration cost allocation journals for month-end closing; records and reconciles annexation activities; sets up new accounts related to business units and capital projects; determines appropriate accounting entries for extraordinary transactions.

Duty 2

Assists in the preparation of the District's annual operating and capital budgets.

Duty 3

Supervises assigned staff members and provides technical or functional work direction to accounting clerks and technicians performing general accounting and accounts payable work; reviews completed work for accuracy: reviews the recording of investment and interest income allocations to various funds; supports the bank reconciliation function; reviews the reconciliation of prepaid capacity fee cash and liability account; prepares annual capacity fee report; monitors daily accounts payable activities; supports accounts payable processing; handles payment and purchase order discrepancies; reviews the progress payment of capital projects; sets up new vendors in the system; reviews employee expense report and prepares annual report.

Duty 4

Prepares and issues annual 1099 tax forms to District vendors; prepares or reviews Use and Sales Tax return.

Duty 5

Prepares monthly and quarterly investment reports; obtains quotes from investment brokers; prepares investment details for approval.

Duty 6

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Participates in year-end closing and audit activities; allocates administrative cost to all District capital projects; reconciles construction in progress account for Las Virgenes capital projects; calculates capitalized interest for District projects; calculates depreciation of fixed assets and prepares year-end schedule; analyzes working capital for various funds; amortizes bond issuance costs and updates payment schedule; reviews capital lease payments and updates accounts; analyzes equity account and prepares changes in equity schedule.

Duty 7

Support year-end closing for Joint Powers Authority construction and replacement funds including preparation of various schedules, making adjustments to the general ledger accounts, and allocating expenses.

Duty 8

Performs special projects as assigned.

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:

- ◀ Generally accepted accounting, auditing, and statistical sampling principles, practices, methods and techniques;
- ◀ Governmental accounting and auditing practices, procedures, and standards;
- ◀ Automated accounting software systems;
- ◀ Computer and business software applications including spreadsheet software;
- ◀ Principles and practices of governmental budget;
- ◀ Methods and procedures governing the conduct of audits of various financial records.

ABILITY TO:

- ◀ Analyze accounts payable workflow; make sound recommendations for improving processes and procedures;
- ◀ Skillfully apply accounting and auditing principles, practices and standards to assigned work;
- ◀ Interpret and apply legal requirements and administrative policies relative to accounting and budgetary systems;
- ◀ Develop and implement improved processes, procedures, and accounting systems;
- ◀ Oversee a major accounting section; provide skilled assistance and work direction to other less experienced accounting personnel; train and review the work of others for accuracy;
- ◀ Communicate effectively both orally and in writing;
- ◀ Establish and maintain effective working relationships with others contacted in the performance of assigned duties.

PHYSICAL AND SENSORY REQUIREMENTS:

- ◀ Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens.
- ◀ Ability to speak and hear at normal conversational levels in person and over the telephone.
- ◀ Reach, lift and move reports, materials and objects weighing approximately ten pounds; reach, bend or crouch to use files and records.
- ◀ Manual dexterity to write legibly and to use calculators, computer terminals, and other general office machines.

TRAINING AND EXPERIENCE GUIDELINES:

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

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EDUCATION: Completion of a Bachelor's degree from an accredited college or university in accounting, finance or closely related field.

EXPERIENCE: Four (4) years of increasingly responsible experience performing general accounting duties, which included working with accounting software and spreadsheet programs. Experience providing technical or functional work direction is desirable.

REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:
A valid California class C driver's license must be maintained at all times.

DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:
None