



JOB DESCRIPTION ACCOUNTANT

THE POSITION

The position reports to the Director of Administration and is responsible for general ledger accounting, bank reconciliations, financial reports preparation, accounts receivables collection and accounting, analytical projects, and related accounting and business functions.

EXAMPLE OF DUTIES

The essential functions of this position include, but are not limited to: reconciling the District's bank balances; preparing and posting monthly journal entries; preparing monthly financial reports; preparing monthly revenue / cost analysis spreadsheets; preparing invoices, and following up on uncollected accounts and unpaid invoices; reconciling deposits, including all credit card transactions; maintaining fixed asset records; providing back-up support to the District's payroll function; assisting with the District's insurance certificate issuance and coverage verification processes; assisting with the facility use permit process; analyzing accounting, statistical and other business data, and handling other accounting and business matters as they arise.

The position may perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge, Skills and Abilities:

A Bachelor's degree in Accounting and two years of relevant work experience are required. Must have a good working knowledge of generally accepted accounting principles, be detail-oriented and possess a high level of analytical competency with the aptitude to handle complex accounting, financial and business matters. Must be able to produce thorough, accurate and timely records and reports, and to communicate work papers and financial reports effectively. Requires excellent organizational skills, the ability to effectively multi-task in a busy environment, and work with minimal supervision. Desirable qualifications include an understanding of government fund accounting, experience with ADP Workforce Now and AccuFund programs. Must be skilled in the operation of a computer and applicable software applications, including proficiency with spreadsheet and word processing programs, a 10-key and general office equipment. A valid California Driver's License with good driving record is required.

PHYSICAL REQUIREMENTS

It is expected that this position will be sitting 70% of the time or more and require the regular climbing of stairs; occasional bending, kneeling, squatting, reaching overhead, stretching, working on rough or uneven terrain; occasional lifting, carrying, pushing and/or pulling limited to less than 40 pounds; frequent handling and dexterity. Position requires the operation of computer, printer, typewriter, 10-key, photocopier, postage meter, other general office equipment, and District vehicle.