ACCOUNTANT

THE POSITION

Under direction of the Director of Administrator, this position will be responsible for accounts receivable, general ledger accounting, bank reconciliations, analytical projects, and other miscellaneous accounting and business matters.

EXAMPLE OF DUTIES

Prepares invoices; reconciles deposits including all credit card transactions; follows up on uncollected accounts and unpaid invoices, reconciles the District’s bank balances; prepares and posts monthly journal entries, prepares monthly financial reports, prepares monthly revenue/cost analysis spreadsheets for Recreation and Golf Courses, prepares State Controller’s Report, Assists with audit and data for financial statement; prepares sale tax returns, prepares and files EDD reports, assists with budget process and handles other miscellaneous matters as they arise.

EMPLOYMENT STANDARDS

Bachelor degree in accounting, valid California driver’s license, and two years relevant experience required. Applicant should possess a good working knowledge of general accounting methods and procedures and be proficient with spreadsheet and word processing programs. Desirable qualifications include CPA or CMA license, high level of analytical ability, organizational skills, and ability to work with minimal supervision.

PHYSICAL REQUIREMENTS

It is expected that this position will be sitting 70% of the time or more and require the regular climbing of stairs, and occasional bending, kneeling or squatting and reaching overhead and it is expected that lifting will be limited to less than 20 pounds. Position requires the operation of computer, printer, typewriter, word processor, postage meter, xerox, and adding machine.