

**Sacramento Suburban Water District
Classification Specification**

Job Class: Accountant I/II

FLSA Status: Non Exempt at Accountant I Level
Exempt at Accountant II Level

Effective Date: October 12, 2020

Definition

Performs difficult and complex financial accounting work in support of the Finance Department, including processing accounts payable, accounts receivable, fixed assets, payroll and/or purchase orders; compiles, reconciles, and verifies general accounting information and setting up and maintaining a variety of fiscal records along with payroll processing.

Distinguishing Characteristics

Accountant I is the entry-level class and is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under close supervision while learning job tasks, progressing to general supervision as procedures and process of assigned area of responsibility are learned. Individuals may advance to the Accountant II position after successfully completing an introductory period, gaining two (2) years of experience, completing a combination of job-related training courses, and demonstrating on-the-job performance, proficiency, and competency.

Accountant II is the journey level class and is distinguished from the I level by the assignment of the full range of complex accounting related duties. Employees at this level receive only occasional instruction or assistance as new, unusual, or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

Examples of Essential Duties

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and may be required to perform additional or different duties from those below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

Accounts Payable/Purchasing

- Utilizing the District's ERP system, Dynamics Great Plains, process all District payables and reconcile all petty cash and credit cards. Prepares and tracks Purchase Orders and related expenditures.
- Maintains District vendor contracts, prepares, and processes contract related purchase orders.
- Performs regulatory reporting, including 1099 tax preparation, Use Tax analysis, preparation and filing.
- Coordinates and oversees District CAL Card Program.

- Reviews and assists with ensuring compliance with contract insurance requirements.
- Maintains accounts payable and contract records utilizing the records management (document retrieval) system.

Payroll

- Utilizing the District's Timekeeping and Payroll System (ADP), prepares and processes District biweekly payroll and payroll reports, and performs all District time and attendance accounting; reviews and corrects timesheets.
- Performs regulatory reporting, Federal and State payroll and compliance reports and CalPERS retirement payroll and compliance reports.
- Identifies and resolves problems and inconsistencies relative to payroll maintenance and works with Human Resources to correct errors and ensure accuracy of payroll.
- Maintains payroll and pension records utilizing the records management (document retrieval) system.
- Performs workers' compensation insurance accounting for payroll reporting.

Accounts Receivable

- Accounts for daily cash receipts, posts billing payments, and non-water billings and reconciles and prepares deposits.
- Performs accounting duties related to lease receivables and property management activities.

Project Accounting

- Assists with Capital and Development Projects including receiving and processing developer project deposits, reconciling project expenditures, and processing revisions for approved projects.
- Performs duties involving fixed asset acquisition and disposal, ensuring compliance with District policies and procedures.
- Assists in monitoring and reporting Capital Improvement Project grants; supports outside grant audit process, providing requested documents.

General

- Reviews original documents and prepares journal entries.
- Prepares assigned District financial reports, including reports for the monthly Board meetings.
- Posts and updates employee information to a variety of software systems.
- Reconciles benefit billings and payments, withholdings, deductions, and garnishments; prepares and transmits pension and deferred compensation data.
- Performs bank account transfers and reconciliations as authorized.
- Assists with gathering and distributing financial data and projections for the preparation of the District annual budget.
- Analyzes, researches, reconciles, and reports on assigned accounting activities.
- Participates in and provides documentation for the annual external audit and year-end closing activities.
- Maintains accounting and related records utilizing the records management (document retrieval) system.

- Assists with month-end and year-end account reconciliations.
- Maintains files and records and prepares documents for destruction consistent with the District's document retention policy.
- Supports the internal audit process, collecting and reviewing financial documents.
- Takes minutes of Finance and Audit Committee meetings and provides data for annual report process as needed.
- Provides support and backup to other accounting assignments as required.
- Maintains regular attendance and adheres to prescribed work schedule to conduct job responsibilities.
- Builds and maintains positive working relationships with coworkers, other District employees and the public using principles of good customer service.
- Performs related duties as assigned.

Minimum Qualifications

Knowledge Of:

- Purposes, methods, practices, and principles of District financial and recordkeeping general ledger, project and asset accounting, accounts payable, accounts receivable, lease receivable, and payroll and benefits systems.
- Laws, ordinances, statutes, and regulations controlling maintenance of payroll records and issue of payments.
- Principles and practices of financial record keeping and of municipal accounting system requirements and procedures.
- Basic knowledge of policies, procedures and requirements for payroll accounting and reporting.
- Modern office methods, procedures, and equipment including common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access and PowerPoint) and management and financial systems such as ADP, Great Plans and OnBase.
- Advanced spreadsheet practices.
- Purposes and practices of outside audits.
- Techniques and principles of effective interpersonal communication.
- Principles and practices of good customer service.
- Principles and practices of work safety.

Ability To:

- Analyze and interpret fiscal accounting records and prepare accurate and complete business transactions and financial reports.
- Perform a variety of difficult and complex financial recordkeeping, fiscal support work, reconciliation, accounts payable and payroll system maintenance.
- Maintain journals and ledgers and perform accounting work.
- Research, analyze and evaluate information regarding payroll transactions, net payments, subsidiary and/or general ledger transactions.
- Make arithmetic calculations quickly and accurately.
- Assist with the preparation of a variety of financial reports and statements.
- Create and review complex spreadsheets.

- Operate a computer for word processing, database, and department specific software including financial recordkeeping and management information systems and software.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships with coworkers, outside agencies, vendors, consultants/contractors and the public.
- Pass pre-employment physical, drug and alcohol examination, and background check.

Experience and Education:

Experience:

Accountant I: No experience is required.

Accountant II: Two years of professional accounting experience performing accounting and related work at a level equivalent to the Accountant I.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in accounting, finance, or a related field.

License and/or Certificates:

- Valid California Driver's License issued by the California Department of Motor Vehicles and proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Working Conditions and Physical Demands


The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Travels occasionally by automobile in conducting District business.
- Communicates frequently with District management staff, coworkers, and the public in one-to-one and group settings.
- Regularly uses a telephone and email for communication.
- Regularly uses computer, keyboard and mouse.
- Regularly uses office equipment such as copiers and fax machines.
- Works in an office environment; lifts and moves objects up to 25 pounds without assistance such as large binders, books and small office equipment.
- Stands and files for extended periods of time.
- Sits for extended periods of time.
- Hearing and vision required to be within normal ranges with or without correction.
- Occasionally may be required to change working hours or work overtime.

The specific statements shown in each section of this class specification are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

APPROVED:

Dated: October 12, 2020

By: 
Dan York
General Manager

Employee Statement:

I certify I have read, understand, and acknowledge receiving a copy of this class specification.

Employee Signature

Date