



Marina Coast Water District

11 Reservation Road, Marina, CA 93933
(831) 384-6131 | Fax (831) 883-5995

ACCOUNTANT

DEFINITION

Under general supervision, performs detailed professional accounting, administrative, and technical work in support of the District's financial, auditing, and treasurer programs, including and providing training to technical and office support staff in the Accounting Division; demonstrates a full understanding of policies and procedures and work methods associated with assigned duties; and performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is provided by the Controller or his/her designee. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

This classification is the journey level classification in the District's accounting functional area. This class is distinguished from the Accounting Technician by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise. Incumbents are expected to perform a wide variety of professional accounting duties. Adequate performance at this level requires the knowledge of departmental or office procedures and precedents. Work is normally reviewed upon completion and for overall results. This class is distinguished from the Senior Accountant in that the latter performs the most complex accounting work and provides lead direction to accounting staff.

EXAMPLES OF DUTIES (Illustrative Only)

- Provides responsible professional and technical assistance in the administration and implementation of the District's financial, auditing, and accounting programs.
- Assists in ensuring the integrity of the general ledger, including evaluating and analyzing transactions and preparing accurate and timely financial analyses and reports.
- May assist with the preparation of quarterly and annual financial statements.
- Reviews and commits all accounts payable invoices and payroll batches in the financial software system.
- Reconciles all cash accounts.
- Prepares monthly and periodic journal entries and reconciliations in preparation of monthly, quarterly, and year-end closings.
- Performs analysis, research, journal entries, and schedules during year-end closing.

- Annually prepares and distributes payroll tax forms and vendor 1099 forms.
- May assist in the preparation of the District's Operating budget.
- Assists in the annual audits.
- May provide training to lower-level staff.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones; may operate other department-specific equipment.
- Establish and maintain effective working relationships and act in a courteous manner when interacting with the public, Board members, vendors, contractors and District staff in person and over the telephone.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to assist individuals with disabilities to perform the essential functions.

Knowledge:

- Modern principles, practices and methods of public and governmental accounting and financing, including program budgeting, cost accounting, and auditing and their application to municipal operations.
- General principles and practices of data processing and its applicability to accounting and municipal operations.
- Basic and advanced arithmetic and statistical techniques.
- Applicable Federal and State laws; District and Department regulations, codes, policies, and procedures.
- Basic standard office practices and procedures, including the use of standard office equipment.
- Computer applications related to the work, including word processing and spreadsheet applications.
- Recordkeeping principles and procedures.
- Techniques for dealing effectively with the public, vendors, contractors and District staff, in person and over the telephone.

Skills:

- Build and maintain positive working relationships with the public, vendors, District staff and Board members.
- Accurately respond to inquiries in person or by telephone of accounting functions and analysis.
- Read, write and speak English effectively to communicate in person or over the telephone.
- Analyzing data and information using established criteria in order to identify and select alternatives.

- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner.

Abilities:

- Perform professional accounting work; examine, audit, analyze, interpret, prepare and verify fiscal, financial, and statistical records and reports.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Make accurate arithmetic, financial, and statistical computations.
- Understand written sentences and paragraphs in work-related documents.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet crucial time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications and programs, including specific spreadsheet and database programs at an intermediate to advanced level.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Analyze financial data and draw sound conclusions.

Education and Experience

Equivalent to a bachelor's degree from an accredited college or university in accounting, finance, business administration, or a related field and three (3) years of increasingly responsible professional accounting or financial experience, preferably in a governmental or public agency setting.

Physical Demands

Must possess mobility to work in a standard office setting including standing, walking, sitting, kneeling, stooping, reaching overhead and below waist level. Use of standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, over the telephone.

FLSA Status: Non-exempt eligible for overtime

Bargaining Unit: MCWD Employees Association