

JURUPA COMMUNITY SERVICES DISTRICT ACCOUNTING MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under the supervision of the Finance Manager, performs technical and professional accounting work in the preparation of financial and statistical records and reports, requiring application of technical accounting principles and procedures; supervises payroll, employee benefits and the Customer Service Department; performs related work as assigned.

CLASS CHARACTERISTICS

The Accounting Manager class is a professional accounting class. The incumbent is expected to perform technical and professional work and have a complete understanding of accounting principles and applications.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

Participates in and supervises the accounting and clerical tasks related to the maintenance of the District's financial record keeping, reporting and control systems; collects, ages and writes off accounts that are not collectible. (All)

Prepares standard journal forms showing balance sheet, expenditure, and revenue journal entries for a variety of accounts; completes month end closing, including account analysis and financial report distribution; is responsible for the monthly and annual closing of books and the preparation of data for the Annual Financial Report; assists with the annual audit by responding to questions and providing relevant materials and information. (All)

Assists the Finance Manager and other District Management personnel with the annual budget, proper expenditure coding, document preparation and other accounting related activities. (All)

Reviews time records submitted by all departments to ensure conformance with appropriate contracts and administrative policies and regulations; records and keys hours worked, verifies pay increases and computer file data for the current payroll period; reviews edit documents, corrects errors and balances payroll for each pay period. (All)

Maintains personnel files, benefit and regulation files and information; assists employees with benefits; monitors completion of employee performance evaluations, coordinates personnel related transactions between departments, and verifies employment and insurance enrollment; conducts new employee orientations. (All)

Prepares tax returns and other reporting documentation; prepares warrant requests for payments related to payroll cost, such as withholding taxes, deferred compensation, and other payroll deductions; compiles routine reports related to payroll activity. (All)

Reconciles accrual of interest received; prepares and runs computer program to distribute interest; prepares journal vouchers for interest distribution. (b c d e f g i k l m)

Verifies the accuracy of and audits statements, reports and customer account records.

Maintains and updates budgets and files relating to parcels in all Assessment Districts and C.F.D's including street lights, sewer, water standby landscaping, parks and graffiti abatement information; provides computerized information to the County Assessor for proper billing to property owners.

Reconciles bank statements, County Tax Schedules, and utility billings; prepares a variety of reports, statements and tax returns from a variety of data and records. (b c d e f g i k l m)

REQUISITE ABILITIES

- a. Communicate clearly and concisely, both orally and in writing.
- b. Write reports and keeps accurate records.
- c. Analyze fiscal data and draw logical conclusions.
- d. Understand, interpret, and apply the fundamental principles of accounting, related policies and procedures.
- e. Reconcile differences within the record keeping system requiring an understanding of the relationship among accounting records and documents.
- f. Prepare manual and computerized financial reports, and maintain ledgers and journals.
- g. Operate a calculator or ten key adding machine.
- h. Communicate effectively with a variety of personnel and establish/maintain effective working relationships.
- i. Understand and follow verbal and written directions.
- j. Work independently.
- k. Perform mathematical computations.
- l. Operate a computer and use a variety of computer software.
- m. Meet the physical requirements established by the District.
- n. Maintain various customer account records.
- o. Prioritize work and coordinate several activities.
- p. Operate standard office equipment including a computer terminal, typewriter and adding machine.
- q. Meet the physical requirements established by the District.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include equivalent to an associate degree with major course work in finance, accounting or a closely related field and three years of recent paraprofessional experience in accounting or a related field, which involved maintaining financial and statistical records.

Knowledge and Skill Levels

Considerable knowledge of principles and practices of governmental financial record keeping, as well as general office procedures; related laws and ordinances. Working knowledge of principles and practices of accounting; principles of financial administration including the budget process. Skill in the operation of a variety of office equipment, including a 10-key adding machine and personal computer.

Physical Requirements

Employees must meet the following requirements, which are necessary to successfully perform the essential functions of this class:

Communicate orally and by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals, copiers, ten key adding and FAX machines; sit for extended periods of time; have hearing and vision within normal ranges.

Special Requirements

Possession of a Class C California driver's license and a satisfactory driving record.

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

FLSA / Exempt
Range 90

1300 Admin/job descriptions/reviewed 02/04