

## **JURUPA COMMUNITY SERVICES DISTRICT SENIOR ACCOUNTANT**

*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 Director of Finance, performs technical and professional accounting work in the preparation of financial reports, yearly budget and statistical records and reports, requiring application of technical accounting principles and procedures.

### **CLASS CHARACTERISTICS**

The Senior Accountant class is an exempt advanced level professional class. The incumbent is expected to perform technical and professional work requiring an 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.

Plans and manages special projects and studies such as special audits, bond issues, annual cost studies, water rate study and annual budget.

Conduct and participate in the development and administration of the District's budget; prepare budget projections and analyses including those related to water production and sales; implement mid-year and year-end budget adjustments.

Implements computer program enhancements; analyzes and implements improvements to Existing internal controls, work practices, policies and procedures.

Coordinates year-end audit process for the entire District including preparing Request for Proposal for independent audit services; evaluates proposals.

Reviews monthly budget report; researches and analyzes variances between budget figures and expenditures.

Review all District purchase orders for approval; audit accounts to ensure availability of funds; review demand for payment to ensure correct account numbers, proper signatures, and availability of funds.

Maintain the District's fixed assets records.

Participate in the administration of Special District tax assessment.

Coordinate activities and provide information and assistance to external auditing staff.

### QUALIFICATIONS GUIDELINES

#### Knowledge and Skill Levels

GAAP, GAGAS, and other advanced principles and practices of governmental accounting and fiscal administration.

Public sector budget administration techniques.

Applicable laws, regulations and codes including those related to public sector fiscal management and assessment district administration.

Microsoft Office Suite to include advanced spreadsheet applications.

#### Education and/or Experience

A Bachelors degree from an accredited college or university with major course work in finance, accounting or a closely related field and one or more years of recent work experience in finance or accounting.

#### Physical Requirements

Communicate orally and by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings.

Sit for extended periods of time.

Hearing and vision correctable to 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 101 \$5454-\$6629