

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Accountant

DEFINITION

Under direction performs a variety of professional accounting duties related to preparing of financial statements, reviewing fiscal records, and monitoring financial transactions in accordance with prescribed accounting systems and generally accepted accounting practices.

DISTINGUISHING CHARACTERISTICS

This is a single level class where employees within this class perform the full range of duties as assigned including reconciling financial information, preparing journal entries, and preparing a variety of financial statements and reports. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Accounting Manager. May exercise technical and functional supervision over assigned technical and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

Participates in the posting, balancing and reconciliation of the general ledger and subsidiary accounts.

Assists in the preparation of annual financial reports; gathers, researches, compiles and analyzes data for the District's Comprehensive Annual Financial Report; reviews, reconciles, and prepares annual audit spreadsheets, reports and journal entries.

Examines accounting transactions to ensure accuracy; corrects financial records as necessary; analyzes, verifies, and prepares various financial reports and statements; assists in monitoring various accounts and verifying availability of funds and accurate coding and classification of expenditures; researches and analyzes transactions to resolve problems.

Recommends or implements changes in accounting and auditing systems and procedures; participates in operating and testing a variety of automated office and computerized financial information systems.

Participates in the District's annual external audit and year-end closing activities; prepares audit schedules; participates in regulatory agency audits.

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Creates new funds, divisions, departments and accounts as required for financial and payroll purposes.

Participates in the reconciling and analysis of Capital Improvement Program and Capital Asset Program activities; creates new contract/project numbers; analyzes projects for funding needs.

Gathers, researches, compiles, tabulates and analyzes data for special projects, as assigned.

May plan, prioritize, and review the work of staff, develop schedules and methods to accomplish assignments, provide and coordinate staff training, and work with employees to correct deficiencies.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of Generally Accepted Accounting Practices. Principles and practices of governmental accounting, auditing, and financial reporting. Pertinent local, State and Federal laws, rules and regulations, especially as related to accounting and auditing. Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation. Principles and practices of technical and functional supervision and training.

Skill/Ability to:

Independently apply accounting principles to the maintenance and reporting of financial and accounting transactions and audit of financial records. Use automated office and computerized financial information systems. Monitor accounting activities relative to compliance with local, State, and Federal requirements and professional standards. Provide technical and functional supervision over assigned staff and effectively train staff. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures. On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Experience and/or Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

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Experience:

Three years of responsible professional accounting experience, preferably with a governmental agency.

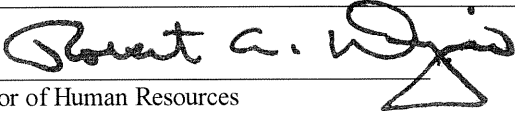
Education:

Equivalent to a Bachelor's degree from an accredited college or university in accounting, finance or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

	<u>5/26/10</u>
Director of Human Resources	Date
Established: 8/18/09	
Revised: 05/26/10	
FLSA: Exempt	
Unit: Non-Safety	