



Main San Gabriel Basin
WATERMASTER

CLASS SPECIFICATION

Job Code: WM9
FLSA Status: Non-Exempt
Effective Date: 3/31/2024

CLASS TITLE: SENIOR ACCOUNTANT

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*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.*

SUMMARY DESCRIPTION

Under direction of the Administration Manager, performs difficult accounting and administrative duties relating administration work while assisting the Executive Officer and Asst. Executive Officer in directing and coordinating the activities of the Main San Gabriel Basin Watermaster and the Raymond Basin Management Board (collectively, Watermaster); promotes effective and efficient operations throughout the organization by facilitating interdepartmental cooperation and sharing of resources; maintains assigned programs, functions, and operations. The Senior Accountant position is accountable for monitoring the progress of financial projects, investigating variances, approving expenses, and ensuring that billings are issued, and payments collected. The Senior Accountant will be responsible for financial reports, payroll process, maintenance of the existing system of accounting records, and a comprehensive set of controls and budgets. The Senior Accountant will perform all the essential duties of Accountant I and II while performing the most difficult and complex tasks assigned.

ESSENTIAL JOB DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Performs a variety of routine to difficult accounting and administrative duties, primarily relating to administration.

Transactions:

1. Ensure that accounts payable are paid in a timely manner.
2. Ensure that all reasonable discounts are taken on accounts payable.
3. Ensure that accounts receivable are collected promptly.
4. Process payroll in a timely manner.
5. Ensure that periodic bank reconciliations are completed.
6. Ensure that required debt payments are made on a timely basis.
7. Maintain the chart of accounts.
8. Maintain an orderly accounting filing system.
9. Maintain a system of controls over accounting transactions.
10. Maintain a documented system of accounting policies and procedures.
11. As assigned participate in the preparation, coordination, and presentation of Watermaster's strategic plans, annual budget, capital improvement budget, and internal fiscal control measures; participate in the development and presentation of financial forecasts and historical information including reviewing expenditures and revenues; review purchase orders and payment request to ensure appropriate expenditure of agency funds.

Reporting:

1. Issue timely and complete financial statements.
2. Coordinate the preparation of the Audit.
3. Recommend benchmarks against which to measure the performance of company operations.



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4. Calculate and issue financial and operating metrics.
5. Manage the production of the annual budget and forecasts.
6. Calculate variances from the budget and report significant issues to management.
7. Provide for a system of management cost reports.

Compliance

1. Coordinate the provision of information to external auditors for the annual audit.
2. Monitor debt levels and compliance with debt covenants.
3. Comply with local, state, and federal government reporting requirements and tax filing.

REPORTING RELATIONSHIPS

- Reports to the Administration Manager

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- General knowledge of water district, government, governing body, and legislative processes.
- Advanced principles and practices of generally accepted accounting, budget preparation.
- Decision making techniques.
- Pertinent federal, state, and local laws, codes and regulations.
- Methods and techniques of research, statistical analysis, and report preparation and presentation.
- Principles of business letter writing.
- Modern office procedures, methods, and equipment including computers.
- Principles and practices of budget preparation and administration.

Ability to:

- Analyze and define problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals to the Executive Officer and others as assigned.
- Identify and respond to the Executive Officer, Asst. Executive Officer, and Board of Directors' issues, concerns, and needs.
- Participate in the development and administration of Agency-wide goals, objectives, and procedures. Research, analyze and evaluate new service delivery methods and techniques.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer budgets.
- Interpret and apply federal, state, local policies, laws, and regulations.
- Operate a variety of office equipment including a computer and standard office applications.
- May be needed to attend and participate in meetings held outside of traditional work hours including evenings and weekends as necessary.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.



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Education and Experience Guidelines

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

Education/Training:

Bachelor's degree from an accredited college or university with major course work in public administration, business administration, finance and accounting, or a related field. Preference will be given to candidates with the Certified Public Accountant or Certified Management Accountant designations.

A thorough knowledge of standard contract terms, including hourly, lumps sum, not-to-exceed and how they are applied in the billing process. Advanced computer literacy, including experience in word processing, spreadsheets, and accounting software. More than 5 years of billing and receivables.

Experience:

Seven years of progressively responsible administrative or staff experience in a private or public organization with at least five years of experience in an accounting or finance role, involving responsibility for planning, organizing, directing, and financing a varied work program and experience with intergovernmental relations.

License or Certificate:

Possession of a valid California Class C driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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.

Environment: Standard office setting; incumbents may be required to work extended hours including evenings and weekends and may be required to travel to attend meetings.

Physical: Incumbents require sufficient mobility to work in an office setting; to stand or sit for prolonged periods of time; to operate office equipment including use of a computer keyboard; ability to operate a vehicle to travel to various locations and meetings.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.