**EMPLOYMENT CLASSIFICATION:** Non-Exempt

**PAYGRADE:** 16

**JOB SUMMARY:**

The District Accountant performs a wide array of moderately complex accounting activities that requires a high level understanding of accounting operations and procedures that involve research and preparation of financial budget and other related reports; gathering, analyzing, interpreting, forecasting, and maintenance of financial data, and providing backup to other accounting related positions.

**REPORTING RELATIONSHIP:**

This position reports to and receives supervision, instruction, and work assignments from the Director of Finance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Prepares, maintains, and posts financial data to the General Ledger; analyzes and reconciles accounts and prepares journal adjustments; records all accruals, reversals, reviews cash receipts and other accounting transactions rolling into the GL system.
- Initiates transfers of funds; reconciles bank balances with the District's bank; reconciles accounts; researches errors and initiates corrective action; records monthly interest income and expense and other financial institution fees.
- Researches, recommends, and implements new laws and regulations or audit issues affecting the District's accounting policies and operating procedures.
- Prepares excise tax returns; research/report sewer volumes & units; prepares federal fuel tax return.
- Maintains fixed asset records; enters acquisitions and retirements; periodically verifies fixed asset inventory; prepares annual summary schedules for audit review.
- Coordinates with other staff to reconcile all subsidiary accounts to General Ledger balances monthly; researches discrepancies and ensures that appropriate entries/corrections are recorded. Notifies the IT department and District staff of issues with the network based financial system that supports accounting, billing/collections, purchasing, payroll, budget, work orders and capital project activities.
- Develop and maintain financial models for specific projects and guide cost analysis by establishing and enforcing policies and procedures. Perform cost analysis of interlocal agreements, projects, and operations as assigned. .
- Assists the Director of Finance with the District's annual financial statements, financial and accountability audits, and helps prepare documents for debt issuance, as needed.
- Assists the Director of Finance with preparation of the District's biennial budget process.
- Extract raw data from multiple sources and deliver creditable, actionable, responsible, and transportable reports, analysis and recommendations to management.
- Serves as Acting Director of Finance, as needed.
- Provides leadership, direction, and mentoring.
- Monitors daily cash deposits.

- Monitors effectiveness of internal controls related to District cash and receivables, accounts payable, and payroll.
- Stays up to date with GASB pronouncements regarding Generally Accepted Accounting Principles.
- Provides back-up for other accounting functions, as needed.
- Performs other related duties and/or special projects as assigned.

## MINIMUM QUALIFICATIONS:

### Knowledge of:

- Generally Accepted Accounting Principles including Fixed Asset accounting procedures and recommended financial statement preparation procedures for public utilities.
- Network based financial systems.
- Financial analysis; cost allocation and forecasting techniques.
- Principles of project management, data analysis.

### Skill In:

- Making efficient use of word processing and spreadsheet software to automate accounting tasks and ensure consistent procedures are followed in processing recurring accounting/ budget transactions.
- Research, analysis, and interpretation of complex financial and operational data.
- Leading projects independently and acting in a lead role on projects.
- Preparing projections for annual budget revenue and expenses.
- Compiling research and developing recommended solutions to complex problems.
- Performing analytical work and preparing clear and concise reports.
- Establishing and maintaining cooperative and effective working relationships with all organizational levels, customers, and the public.
- Communication, both written and oral, and interpersonal skills as applied to interaction with co-workers, supervisors and the general public sufficient to exchange or convey information and to receive work direction.
- Preparing clear and concise written letters, memos and reports.
- Managing competing workload priorities and meeting established deadlines.
- Maintaining confidentiality.
- Using various computer software including MS Office Suite and other software related to job duties.
- Working under tight deadlines.

### Experience and Education:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the necessary knowledge and abilities would be:

**Experience:**

Three to Five years progressively responsible experience in municipal governmental accounting and finance. .

**Education:**

Bachelor's degree in Accounting, Business Administration, Finance, or another related field.

**Licenses/Certifications:**

Possess and maintain:

- Valid Washington State Driver's License.
- Licensed Certified Public Accountant and/or Certified Public Finance Officer Designations are highly desirable.
- Federal Emergency Management Agency - National Incident Command Systems (ICS) Training: ICS 100, 200, 300, 400, 700 and 800.

**WORKING CONDITIONS:**

Work is performed primarily in an office environment.

**PHYSICAL REQUIREMENTS:**

This position typically requires reaching, standing, sitting, lifting, walking, pushing, pulling, carrying, grasping, finger dexterity, hearing, seeing, talking and repetitive motions.

Light Work: Frequently lifting, carrying, pushing or pulling up to 10 pounds and/or occasionally lifting, carrying, pushing or pulling up to 20 pounds. Frequent walking or standing or sitting most of the time and using arms or legs to push/pull.

*This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.*