

**Oro Loma Sanitary District**  
2600 Grant Avenue  
San Lorenzo, CA 94580  
(510) 276-4700

## **ACCOUNTANT**

### **DEFINITION**

Under general direction of the Finance Manager, to perform a variety of responsible accounting and clerical duties in the preparation and management of accounting records and financial transactions in all business aspects of the District's sewer, solid waste and recycling activities.

### **SUPERVISION EXERCISED**

Exercises no supervision.

### **IMPORTANT AND ESSENTIAL DUTIES**

1. Perform month-end financial reporting and day-to-day management of the District's computerized accounting system.
2. Perform all phases of bi-weekly payroll processing, reconciliation, including payroll deductions, health and welfare benefits payments and remittances.
3. Perform cost accounting and compliance administration for construction projects.
4. Process and act as lead person for accounts payable, and process purchase orders and encumbrances.
5. Prepare 1099-Misc and sales tax forms and other tax return documents.
6. Perform data entry of General Ledger, Accounts Receivable, Accounts Payable, Cash Receipts, Budget, and Project Grant systems into the computerized accounting system.
7. Prepare financial, statistical, budgetary and analytical studies, statements, and reports.
8. Maintain daily logs of cash position, bank deposits, cash receipts, and transfers.
9. Perform monthly reconciliations of cash positions in various financial institutions.
10. Process accounts receivable, including invoices, credits, refunds, and monthly reconciliations, and prepare quarterly billings for CVSD, industrial customers and others.
11. Assist in the preparation of the District's budgets, audits, and Comprehensive Annual Financial Reports, as required.
12. Maintain ~~proper~~ property records including annual depreciations, additions, deletions, reclassifications, and physical inventory of all the District's fixed assets.
13. Maintain accounting records as related to the District recycling activities, Measure D, and various grants reimbursements.

14. Develop and administer District policies and procedures relating to areas of responsibility as directed.
15. Assist customers and vendors in the areas of responsibility.
16. Provide assistance with telephone inquiries.
17. Acts as Finance Manager in the incumbent's absence.
18. Perform other related duties as required.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

- Modern accounting principles, practices, methods, and techniques.
- Generally accepted accounting theory, principles and procedures and their application to a variety of accounts, transactions, and problems.
- Basic principles of budget preparation.
- Financial research and report preparation methods and techniques.
- Pertinent Federal, State, and local accounting governing boards, laws, codes, and regulations.
- Computer-based accounting system; software application programs (WordPerfect, MS Word, MS Excel, Lotus 1-2-3 and database preparation).
- Modern office methods, practices, procedures, and computer equipment.
- Filing and general office practices.

### **Ability to:**

- Efficiently operate modern office equipment, including computer equipment.
- Post and make mathematical computations quickly and accurately.
- Research, prepare, analyze, and interpret a variety of financial and statistical records, reports, and statements.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply Federal, State, and local accounting governing boards, laws, codes, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Prepare written reports, as required.

## **EXPERIENCE AND EDUCATION GUIDELINES**

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

### **Experience:**

Three years of increasingly responsible public or private accounting experience.

### **Education / Training:**

Equivalent to an Associate of Arts degree from an accredited college or university with major coursework in business administration, accounting and/or public administration with emphasis in the accounting or business administration area is required. Bachelor's degree is highly desirable.

### **License or Certificate:**

Possession of, or ability to obtain, an appropriate valid driver's license, and a motor vehicle record which meets the District's Driving Standard Procedure No. I.A.5.

## **WORK ENVIRONMENT/PHYSICAL DEMANDS**

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work performed is in a standard office environment using a computer. While performing the duties of this job, the employee frequently is required to sit and occasionally required to stand, walk, stoop and crouch. The employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, and ability to adjust focus. The noise level in the work environment is usually quiet.

**Effective Date:** January 3, 1995

Updated by: A. Simion on 01/13/04

Approved by the Board on 04/06/04