

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

SENIOR ACCOUNTANT

DEFINITION

Under general direction of the Finance Manager, performs a variety of complex accounting 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 analysis and reconciliation of fiscal and accounting records and create financial reports.
2. Manage the District's computerized accounting system and records day-to-day activities.
2. Perform, audit, and review 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. Provide support to a variety of finance and accounting activities, including financial planning and annual budget process; project accounting activities (account assignment, account validation and maintenance, and project reporting).
5. Prepare 1099-Misc and sales tax forms and other tax return documents.
6. Prepare General Ledger journal entries and assist in month-end close.
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 all cash and investment accounts.
10. Process accounts receivable, including invoices, credits, refunds, and monthly reconciliations, and prepare quarterly billings for CVSD, industrial customers and others.

11. Assist in year-end closing, preparations of audit worksheets, preparation of the Comprehensive Annual Financial Report and State Controllers report.
12. Maintain 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 with accounts payable as needed, including review of invoice general ledger account allocations and customers and vendors in the areas of responsibility.
16. Acts as Finance Manager in the manager's absence.
17. 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 (MS Word, MS Excel, and database preparation).
- Modern office methods, practices, procedures, and computer equipment.
- Maintain accounting general files according to the District's Records Retention Policy.

Ability to:

- Efficiently utilize office equipment, including computer equipment, accounting software and applications.
- 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:

Five years of professional accounting experience including preparation of annual financial statements, implementation of accounting standards, and development of accounting processes.

Education / Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in accounting, business administration, or closely related field.

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 standards.

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.

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Created by: A. Simion and L. Moreno on 08/16/23

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