SOUTH COAST WATER DISTRICT

SENIOR ACCOUNTANT - PAYROLL

DEFINITION

Under general direction, performs professional accounting work, including auditing, analyzing and verifying fiscal records and reports, preparing financial and statistical reports, providing information to District staff regarding accounting practices and procedures, processing and reconciling payroll, and reconciling general ledger accounts; assists in preparing the District’s annual and mid-year budgets; prepares year-end audit reports and schedules; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Finance. May exercise technical and functional direction over lower-level technical accounting and clerical personnel.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the professional accounting series. Incumbents work under general direction and exercise a high level of discretion and independent judgment in performing the full range of routine and complex accounting, payroll, capital project, and record-keeping functions. Successful performance of the work requires thorough knowledge of governmental accounting practices and procedures, fund accounting and fiscal management. This class is distinguished from Director of Finance by the latter’s full management and supervisory responsibility in planning, organizing and directing the full scope of operations within the division.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

*Duties may include, but are not limited to, the following:

- Manages payroll processing, including maintaining and updating employee payroll database; reconciles payroll and retirement reports.
- Reviews employee time records for accuracy and conformance with policy and procedures.
- Records and keys employee hours worked, verifies data for pay period, and balances final payroll reports for each pay period.
- Verifies tax returns related to payroll matters, including retirement, workers’ compensation, wage assignment, retroactive pay, deferred compensation, insurance, and Federal and State tax reporting (quarterly and year-end, processing W-2’s).
- Maintains and updates employee and payroll database and accumulated leave records.
- Prepares payments relating to payroll and employee benefits.
- Provides assistance to Human Resources on personnel issues impacting payroll/finance.
- Participates in the compilation and preparation of the annual budget, including assisting other departments with budget preparation, providing personnel cost projections and estimated grant revenues and expenditures, monitoring expenditures to ensure compliance with adopted budget, and assisting in publication of the budget.
- Provides complex professional and technical assistance in the administration and implementation of the District's financial, auditing, and accounting programs.
- Participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
- Assists in the implementation and administration of fiscal management programs, including budget monitoring and forecasting and collection of revenues.
Classifications:
Senior Accountant

Description:

- Participates in the preparation of quarterly and annual financial statements and footnotes; prepares numerous financial reports.
- Analyzes and reconciles expenditure and revenue accounts, verifying availability of funds and classification of expenditures; research and analyze transactions to resolve problems.
- Participates in the preparation of audit schedules for external auditors and assists the Director of Finance during the annual auditing process.
- Assists the Director of Finance in managing the District’s investment portfolio; ensures that investments meet the District’s policy guidelines and that adequate cash is available to meet obligations; prepares periodic reports regarding investments to the Board of Directors.
- Tracks and closes capital and major maintenance projects; monitors details of projects including contracts, purchase orders and other billings; reviews project costs against budget and enforces compliance with capital project policies and procedures.
- Coordinates and oversees all capital and fixed asset transactions including additions, depreciation, disposals, and retirements.
- Processes and reconciles revenues, expenditures, accruals, and technical transactions for the department, in compliance with all applicable Federal, State and District rules, regulations and ordinances.
- Performs complex accounting and financial calculations and analysis.
- Provides professional and technical guidance and training to Department staff in accounting, payroll and budget administration.
- Prepares comprehensive financial, fixed asset, and payroll activity studies, statistics, statements and reports.
- Researches and analyzes technical transactions to resolve questions and validate data; assures fiscal accountability and fund integrity for transactions and supporting documentation.
- Coordinates technical and financial information and communications between the Department, other departments and external agencies regarding allocations and accounting issues.
- Interprets, explains and applies general and governmental accounting/auditing principles and procedures, laws and regulations affecting the financial operations of municipal government.
- Develops and reviews staff reports related to finance and accounting activities and services; presents reports to the Board of Directors, and various other committees and boards.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in accounting.
- Assists Director of Finance with special projects as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices, and methods of public and governmental accounting and financing, including program budgeting and auditing and their application to municipal operations.
- General principles and practices of data processing and its applicability to accounting and municipal operations.
- Applicable Federal, State, and local ordinances, resolutions and laws affecting municipal financial operations.
- Record keeping, information processing requirements and rules and policies related to the production of an employee payroll.
- Principles and practices of business organization and public administration.
- Record keeping principles and procedures.
- Modern office practices, methods and computer equipment.
- Computer applications related to work, including word processing and spreadsheet software.
- English usage, grammar, spelling, vocabulary, and punctuation.
Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

**Ability to:**

- Analyze financial data and draw sound conclusions.
- Review payroll and other financial documents for completeness and accuracy.
- Evaluate and develop improvements in operations, procedures, policies or methods.
- Work on multiple projects with competing priorities effectively and in a timely manner; organize and prioritize timelines for self and others in an effective and timely manner.
- Analyze situations accurately and develop effective course of action.
- Understand and carry out a variety of complex instructions in a responsible and independent manner.
- Prepare clear, complete and concise financial statements and reports.
- Establish and maintain a variety of files and records.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**EXPERIENCE AND TRAINING GUIDELINES**

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

**Experience:**

Four (4) years of professional governmental accounting and auditing experience.

**Training:**

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance or a related field.

**License or Certificate:**

- Valid California class C driver’s license with satisfactory driving record.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**
Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

*The specific statements shown in each section of this classification description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*