

# **JOB POSTING ONE POSITION – JUNIOR ACCOUNTANT-(FLEX) ACCOUNTANT**

**Open: Wednesday, June 5, 2019 through  
Friday, July 5, 2019**

## **LAKE HEMET MUNICIPAL WATER DISTRICT CLASSIFICATION SPECIFICATION**

**JOB TITLE:** Junior Accountant – (FLEX)  
Accountant

**DIVISION:** Administrative Services – Accounting

### **CLASS DEFINITION:**

Under direction, participates in a wide variety of accounting duties and services including internal audit functions, fixed asset accounting, financial statement preparation, reporting financial transactions and maintenance of financial records for the District operations, programs, and services.

### **SUPERVISION RECEIVED:**

The Junior Accountant – Position receives supervision from the Administrative Services Manager within a framework of standard policies and procedures.

Accountant – Receives limited supervision from the Administrative Services Manager and performs within a framework of standard policies, procedures, and General Accounting Principles (GAP).

### **SUPERVISION EXERCISED:**

May assist Accounting Technician, Purchasing Agent/Buyer, Customer Service personnel or Billing staff on an as needed basis as determined by the Administrative Services Manager.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS:**

Responsibilities and duties include, but are not limited to the following:

- Maintain a variety of accounts and general ledgers; prepare monthly fiscal reports relating to the progress of assigned accounts.
- Participate in the development and administration of the District's annual budget.
- Analyze revenues and expenditures; prepare budget resolutions as directed.
- Serve as a financial resource to the Administrative Services Manager and various departments; provide information regarding accuracy of a variety of accounts, revenues, and expenditures.
- Audit account numbers and balance appropriations available for financial demands and purchases; review account balances and entries for errors; perform corrected journal entries.
- After communicating with immediate supervisor, recommend and implement changes in accounting and auditing systems and procedures if necessary.
- Assists with the research and report findings of information for external annual auditors.
- Competently operate personal computer including word processing, spreadsheet, and financial system software.
- Provide professional level accounting information for staff and higher level management staff.
- Perform other related duties as assigned.

### **EXAMPLES OF NON-ESSENTIAL JOB FUNCTIONS:**

Responsibilities and duties include, but are not limited to the following:

- Assist other positions or work units with a variety of support assignments or special projects on an as needed basis.
- Calculate, balance and verify District diesel fuel consumption on a quarterly basis to obtain a refund from the California State Board of Equalization.
- Recommend changes in accounting and auditing systems and procedures if necessary.
- Maintain, review, balance, and adjust monthly bank statements, recommend fund transfers and reconcile to general ledger.
- Test and document business processes for compliance with District policies and procedures and assess strengths of internal control for various accounting functions.
- Perform other job related duties as required.\*

### **\* EXAMPLES OF OTHER JOB RELATED DUTIES:**

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

- Interpret policies and procedures and exercise judgment to respond to routine customer inquiries and/or complaints pertinent to billing or District services.
- Process a variety of customer account records, verify information for completeness and accuracy and make necessary corrections.
- Review, audit, analyze and reconcile customer billing records and make adjustments as needed.
- Research customer records and respond verbally and/or in writing to more complex customer inquiries.
- Monitor, review and send correspondence to customers and property owners for various District programs, such as Owner Only Program.
- Work with Purchasing Agent/Buyer on an annual basis to count, verify and reconcile material and supply inventory.
- Balance accounts and post totals onto accounting worksheets, summaries, ledgers and journals.
- Gather, sort and search records and files to provide factual data and trace discrepancies to balance and reconcile accounts and to resolve disputes; and reconcile and record in the fund book District Bonds, loans and investment interest earned.
- Compute annual property tax appropriation; and prepare journals and balance fund book and general ledger in preparation for fiscal year-end audit.
- Compile and prepare a variety of reports for District Management including: cash flow and investments statements, cash receipts and disbursement reports, and balance sheets on a scheduled and ad-hoc basis.
- Enter payroll changes such as terminations, deductions, overtime and special payroll status transactions such as voluntary deductions, union dues, and/or withholding order payments into an automated payroll database; audit, manually correct and record and enter individual changes in life, dental and/or vision options into online databases; verify and transfer payroll online for preparation of payroll checks.
- Calculate and prepare manual checks for signature for bank deposits, accounts payable, and payroll transactions such as dismissals, early terminations, inaccurate base pay, tax levies and other payroll attachments.

## **EMPLOYMENT STANDARDS:**

### **Education and Experience Guidelines:**

#### **Junior Accountant**

**Experience:** One (1) year of professional accounting experience is desired.

**Training:** Equivalent to a Bachelor of Arts degree with major course work in accounting, business administration, finance, or a related field. Extensive knowledge and training on the use of Microsoft Word, Excel, and Power Point.

#### **Accountant**

**Experience:** Three (3) years of professional accounting experience in a public agency, city, special district or other entity familiar with Government Accounting Standards. Verified experience working for Certified Public

Accountant/Auditor will be considered fulfilling this condition on a year-by-year basis.

**Training:** Requires a Bachelor of Arts Degree in Accounting, Business Administration, or Finance. Extensive knowledge and training on use of Microsoft Word, Excel, and Power Point. Licensed as a Certified Public Accountant or Auditor desirable.

**Knowledge of:**

- Standard office practices and procedures.
- Business English, spelling, punctuation, and grammar skills.
- Fundamental principles of human relations.
- Business telephone etiquette.
- Business math.
- Record keeping methods.

**Ability to:**

- Exercise discretion and maintain confidentiality.
- Meet strict recurring deadlines.
- Use tact and diplomacy in the resolution of errors and disputes.
- Understand pertinent procedures and functions and use good judgment in interpreting and applying them to a variety of circumstances.
- Maintain accurate records and controls with great attention to detail.
- Prepare clear, concise and accurate reports and financial statements, reports and analyses.
- Adjust to continuous change and/or frequent interruption.
- Answer multiline phone system.
- Communicate effectively with customers, the public, and vendors.
- Perform essential duties of the job without causing harm to self or others.

**Licenses/Certifications Required:**

Essential duties may require possession of a valid C California Driver's license and satisfactory driving record.

**WORKING CONDITIONS:**

**Environmental Conditions:**

Essential duties of this position are performed in a controlled temperature, dynamic office environment. Incumbents work closely with other District personnel in the performance of assigned duties and responsibilities.

**Physical Conditions:**

Work is performed in an environment of frequent interruptions requiring maintenance of attention. Essential duties of the job necessitate prolonged periods of sitting and viewing data and CTR screen; requires finger and hand dexterity for extensive use of a

personal computer or typewriter; requires the ability to read and communicate with others to clarify information received; to reach for files and folders and other items; to stand, walk, push, pull and grasp files and other items on a daily basis.

**OTHER:**

**FLSA STATUS:** Exempt

**UNIT DESIGNATION:** Administrative/Supervisory

**Drafted:** 09/26/2011

**Edited:** 10/04/2011

**Final:** 10/11/2011

**Junior Accountant**

Pay Range: 11.5

Salary Range: \$25.77/hr (\$4466/mo.) - \$34.60/hr (\$5997/mo.)

**Accountant**

Pay Range: 15

Salary Range: \$31.19/hr (\$5406/mo.) - \$41.83/hr (\$7250/mo.)

**PLEASE REPLY TO SHIRLEY RICHARDS BY 5:00 P.M. FRIDAY, July 5, 2019.**

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**951-927-8376**