



General Ledger Accountant

DEFINITION:

Performs a variety of technical accounting duties including bank reconciliations, journal entries, accounts receivable, accounts payable, payroll processing and maintenance including filing tax reports, compliance with local, state and federal regulations, maintains and prepares pension plan(s) reporting, and employee deductions. Responds to customer questions regarding water and sewer billing. Provides information to complete annual auditing process.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from assigned management and supervisory staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS:

This is a fully qualified journey-level classification. Positions at this level perform the full range of duties as assigned, working independently. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures of the work unit.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):

Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions of the job.

- Prepares accurate and timely bi-weekly payroll including employee set-up, entering employee Personnel Action Forms data, employee deductions such as wage garnishments, files federal, state, and local reports, submits payroll tax, and files applicable pension information; process extra check runs as necessary.
- Participates in a variety of accounting activities including payroll processing, general ledger account reconciliations, bank reconciliations, wire transfers, utility billing, accounts receivable, and accounts payable.
- Maintains the general ledger in a complete, accurate and timely manner; prepares and posts general journal entries and reviews accounting codes.
- Assists customers, departments, and employees by providing answers and information regarding specific account information, discrepancies, and/or department specific issues and problems, customer set-up/maintenance including meter setup; researches issues regarding specific transactions; and updates related files and departments on action items.
- Assists with month end closing for Event Center and reconciles ActiveNet Software to Spring brook.
- Assists external auditors during annual audits with compiling information and providing various documents and spreadsheets and answer their questions.
- Provides departmental support for monthly billing, various reports such as customer connections, assure Assessor's Parcel Number (APN) accuracy in Springbrook and Lucyly.
- Maintains the District's time and material and miscellaneous accounts receivable system including grant billing and reimbursement claims.

- Reconciles parking revenue with daily statements, bank statements, and credit card system.
- Reconciles concessionaire revenue reported with payments received; assist with counting cash from the parks iron rangers.
- Reviews accounts payable entries made by accounting staff and indicates any discrepancies found; serves as the back-up for performing accounts payable.
- Prepares annual 1099's and annual W-2 forms.
- Acts as liaison with District's pension and benefits administrators.
- Assist in the preparation, implementation and maintenance of accounting procedures.
- Prepares Records Requests and surveys conducted by the public and government agencies.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Any Combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:

EDUCATION AND EXPERIENCE:

Completion of the twelfth grade supplemented by specialized training or coursework in accounting demonstrating thorough knowledge of accounting principles, financial statements and internal control practices and five (5) years of experience providing technical support to an accounting program. A Bachelor's degree from an accredited college or university in accounting or a related field is preferred.

KNOWLEDGE OF:

- Business arithmetic techniques.
- Computerized accounting systems.
- Principles and practices of payroll processing.
- Federal and state payroll and tax laws; federal and state sales tax laws.
- Principles and practices of payroll processing; Fair Labor Standards Act (FLSA).
- District and mandated safety rules, regulations, and protocols.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

ABILITY TO:

- Perform payroll processing tasks.
- Prepare journal entries and reconcile general ledger and monthly bank statements.
- Prioritize and effectively manage time; critical analysis.
- Assist with the preparation of external audits.
- Direct and train other accounting staff.
- Monitor and record grant revenues and expenditures.
- Make wire transfers and journal funding transfers.
- Make thorough and accurate arithmetic computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand and follow oral and written instructions.

- Organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

LICENSES AND CERTIFICATIONS:

- Possession of, or the ability to obtain within eighteen (18) months from date of hire a Certified Payroll Professional Certificate.
- Possession of a valid driver's license along with a driving record acceptable to the District and the District's insurance carrier.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing, spreadsheet, database, fax, copy machine, calculator; check scanner; phone; cell phone.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer 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 20 pounds.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 enforcing departmental policies and procedures.