



Marina Coast Water District

SENIOR ACCOUNTANT

11 Reservation Road, Marina, CA 93933
(831) 384-6131 | Fax (831) 883-5995

DEFINITION

Under general supervision, performs complex professional accounting work, including the review and maintenance of accounting records and systems, accounting and financial reporting, cash management, accounts payable, and payroll processing work; coordinates, directs, and reviews the work of the professional and support accounting staff within the Accounting Division; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is provided by the Controller or his/her designee. Exercises no direct supervision over staff but may serve as a lead worker by providing technical and functional direction to accountants and other administrative support staff.

CLASS CHARACTERISTICS

This is the advanced journey level classification in the district's accounting functional area. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, and the amount of time spent performing the duties. Employees perform the most difficult and responsible types of duties assigned to classes within this series and are required to be fully trained in all procedures related to assigned areas of responsibility.

EXAMPLES OF DUTIES (Illustrative Only)

- Provides advanced journey level staff assistance and coordination in support of assigned accounting functions and programs, and provides recommendations to the Controller.
- Performs complex and specialized professional accounting, financial, and fiscal work.
- Develops financial statements; audits accounting documents; analyzes accounting and reporting requirements of reports; establishes appropriate accounting procedures; prepares accounting-related reports.
- Prepares financial statements and reports and ensures conformance with generally accepted accounting principles; and prepares other required reports and materials.
- Maintains budgetary data within the financial system and assists with the preparation and monitoring of the annual budget as assigned.

- Recommends goals, objectives, policies and procedures, and changes to applicable District codes; implements changes as assigned.
- Responds to inquiries from District staff regarding assigned accounting activities.
- Prepares, balances, and reconciles journals, ledgers, and other accounting records; prepares records and reports for submission to various regulatory and other governmental agencies, including the Quarterly Financial Statement, Mid-year Financial Report, the Comprehensive Annual Financial Report, the State Controller's Report for Financial Transactions, and the Government Compensation Report.
- As assigned, works with the external auditors; manages financial records for capital assets and developer projects; maintains long-term debt issues; approves accounts payables (AP) invoice batches; and checks printing for AP and payroll.
- May provide training to lower-level staff.
- Monitors changes in laws, regulations, and technology that may affect the area of assignment; suggests policy and procedure changes; and participates in implementation as assigned.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public agency accounting, finance, auditing, reporting, and recording keeping.
- Principles and practices of budget development, administration, and accountability.
- Generally Accepted Accounting Principles, governmental accounting standards, and other governmental accounting and auditing procedures.
- Modern office practices, methods, common accounting, and spreadsheet software.
- Applicable laws, codes, and regulations.
- Statutory laws, rules, and regulations applicable to governmental accounting, auditing, and finance.
- Principles and theories of internal controls, including indicators of fraud and risk.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service in person and over the telephone.

Skill in:

- Planning, organizing, and participating in comprehensive public agency accounting functions.
- Independently applying accounting principles to accounting transactions and financial reports.
- Preparing and maintaining clear, concise, and accurate financial reports, correspondence, procedures, and other written materials.
- Analyzing a variety of complex accounting and financial data; interpreting and applying

complex rules, regulations, and laws pertaining to the area of assignment.

- Monitoring assigned accounting activities relative to compliance with local, State, and Federal requirements and professional standards.
- Presenting complex information orally and in writing in an easy-to-understand way for a variety of audiences.
- Prioritizing own work and using independent judgment within procedural guidelines.
- Establishing and maintaining a variety of records, files, reports, and other documentation in support of work performed.
- Operating modern office equipment, including specialized software applicable to the areas of assignment.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education/Experience:

Equivalent to a bachelor's degree from an accredited four-year college or university in accounting, finance, economics, business administration, or a closely related field, and five (5) years of professional accounting or financial experience, preferably in a governmental or public agency setting.

Licenses and Certifications:

None.

Physical Demands:

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; hearing and speech to communicate in person and over the telephone, and finger dexterity to enter and retrieve data using a keyboard or calculator. May occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve materials; may occasionally require the ability to lift, carry, pull, and push materials and objects weighing up to 25 pounds.

Employees may interact with upset staff and/or public and private representatives while interpreting and enforcing District policies and procedures.

FLSA Status: Non-exempt eligible for overtime

Bargaining Unit: MCWD Employees Association