

# Memorandum

for the Regular Meeting of the Board of Directors October 11, 2017

**TO:** Board Members

**FROM:** Jana Kolakowski, Human Resources Manager

**DATE:** October 3, 2017

**SUBJECT:** Update to Accountant Job Description

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## *HUMAN RESOURCES*

**RECOMMENDATION:**

To approve the attached updated job description, as recommended by the Administrative Practices Committee on October 3, 2017.

**BACKGROUND:**

Staff has reviewed the current classification of Accountant. There are three updates which are highlighted in the attached description in the Experience and Education Guidelines section:

(1) Update the Supervision Received and Exercised section from: "Receives direction from the Accounting Administrator" to: "Receives direction from the Controller". The Accounting Administrator classification is inactive and should be replaced with Controller.

(2) Update the Experience section from: "Two years of responsible professional accounting experience.." to: "Three to five years of responsible professional accounting experience...".

(3) Update the Education section from: "Equivalent to a Bachelor's degree from an accredited college..." to "A minimum of a Bachelor's degree from an accredited college..."

The update in the Experience in Education Guidelines in numbers (2) and (3) outlined above will ensure a well-qualified candidate pool for recruitment. The Accountant classification will be directly involved in the District's compliance with the Governmental Accounting Standards Board (GASB).

The Accountant position remains unrepresented by AFSCME.

The Administrative Practices Committee approved the updates to the above job description and recommends it be forwarded to the Board's Consent Agenda.

**BUDGETARY IMPACT:** None

Attachments (1):

Job Description – Accountant (revised)

# NEVADA IRRIGATION DISTRICT

## ACCOUNTANT Range B19 – BOD ~~11/28/12~~

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### DEFINITION

Under direction performs a variety of professional accounting duties related to preparing of financial statements, reviewing fiscal records, and monitoring financial transactions in accordance with prescribed accounting systems and generally accepted accounting practices.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the ~~Accounting Administrator~~ Controller.

May exercise technical and functional supervision over assigned technical and administrative support personnel.

### ESSENTIAL FUNCTION STATEMENTS

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### Essential Functions:

1. Participate in the posting, balancing and reconciliation of the general ledger and subsidiary accounts.
2. Assist in the preparation of annual financial reports; gather, research, compile and analyze data for the District's Annual Financial Report; review, reconcile, and prepare annual audit spreadsheets, reports and journal entries.
3. Examine accounting transactions to ensure accuracy; corrects financial records as necessary; analyze, verify, and prepare various financial reports and statements; assist in monitoring various accounts and verifying availability of funds and accurate coding and classification of expenditures; research and analyze transactions to resolve problems.
4. Recommend or implement changes in accounting and auditing systems and procedures; participate in operating and testing a variety of automated office and computerized financial information systems.
5. Participate in the District's annual external audit and year-end closing activities; prepare audit schedules; participate in regulatory agency audits.

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Accountant

## Essential Functions: *(Continued)*

6. Create new funds, divisions, departments and accounts as required for financial and payroll purposes.
7. Participate in the reconciling and analysis of Capital Improvement Program and Capital Asset Program activities; creates new contract/project numbers; analyze projects for funding needs.
8. Gathers, researches, compiles, tabulates and analyzes data for special projects, as assigned.
9. May plan, prioritize, and review the work of staff, develop schedules and methods to accomplish assignments, provide and coordinate staff training, and work with employees to correct deficiencies.
10. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
11. Perform related duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

Principles and practices of Generally Accepted Accounting Practices.

Principles and practices of governmental accounting, auditing, and financial reporting.

Pertinent local, State and Federal laws, rules and regulations, especially as related to accounting and auditing.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Principles and practices of technical and functional supervision and training.

### Ability to:

Independently apply accounting principles to the maintenance and reporting of financial and accounting transactions and audit of financial records.

Use automated office and computerized financial information systems.

Monitor accounting activities relative to compliance with local, State, and Federal requirements and professional standards.

Provide technical and functional supervision over assigned staff and effectively train staff.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

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Accountant

### Responsibility to:

Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.

Operate equipment in a careful and safe manner.

Acknowledge the use of safeguards by other employees.

Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.

Report any safety risks or hazards to your supervisor or other management personnel.

Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

### **EXPERIENCE AND EDUCATION GUIDELINES**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### Experience:

~~Three to five~~ ~~Two~~ years of responsible professional accounting experience, preferably with a governmental agency.

#### Education:

~~Equivalent to a~~ ~~A minimum of a~~ Bachelor's degree from an accredited college or university in accounting, finance or a related field.

#### License:

Possession of, or ability to obtain, a valid CA driver's license.

### **WORKING CONDITIONS**

#### Environmental Conditions:

Work is normally performed in a temperature controlled office environment subject to typical office noise.

#### Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

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Accountant

### Mental Conditions:

Essential functions may require maintaining mental condition necessary to review documents related to department operations; observe, identify, and problem solve office systems and procedures; understand, interpret and explain department policies and procedures; explain and problem solve office issues for the public and with staff; handle conflict.