



ROSS VALLEY SANITARY DISTRICT

2960 Kerner Blvd
San Rafael, CA 94901
(415) 259-2949 ~ rvsd.org

JOB DESCRIPTION

TITLE	SALARY	DATE	REVISION
Accounting Manager	Range 36: \$8,426 - \$10,753/month (FY11-12)	July 1, 2011	1d
NOTES	The Accounting Manager position was first approved in September, 2009 at pay range 26.		

INTRODUCTION

The Ross Valley Sanitary District is located in beautiful and culturally rich Marin County, halfway between San Francisco and California's famous wine country. Founded in 1899, RVSD is one of the oldest sanitary districts in Marin County. It provides wastewater collection for the 55,000 residents of the Ross Valley towns and communities of: Fairfax, San Anselmo, Ross, City of Larkspur (including Bon Air), and the unincorporated areas known as Sleepy Hollow, Kentfield, Kent Woodlands, Oak Manor, Greenbrae, Murray Park, San Quentin Village, and California State Prison at San Quentin.

This position requires a highly-motivated individual who will serve under the direction and supervision of the Business Manager. The Senior Accountant is responsible for coordinating and performing the District's technical accounting in the functional areas of general accounting, payroll, accounts payable, accounts receivable, revenue recognition, and collections. Particular emphasis will be placed on ability to produce a full financial reporting package and hands-on experience in all areas of general accounting.

This is a middle management level classification responsible for management of all budget and finance related activities and will participate in administrative strategic planning. The successful candidate will be expected to operate independently with minimal supervision, and will be expected to meet deadlines in support of the mission and goals of the agency.

ESSENTIAL KNOWLEDGE, DUTIES AND RESPONSIBILITIES

Under general direction:

- Record all financial transactions, including accounts payable, accounts receivable, and month-end/year-end closing entries
- Maintain the integrity of financial records and systems; Data integrity
- Reconciliation of General Ledgers accounts
- Assist with the preparation of the annual Budget
- Financial analysis, including standard Financial Statements, Budget Comparisons, and Financial Decision Modeling
- Assist with the Annual Audit
- Calculate the sewer service charges and prepare the billings
- New vendor set up and correspondence
- Prepare bi-weekly payroll and all quarterly and annual payroll tax reports
- Update employee records, including pay rates and benefits selections
- Maintain employee unused time off records
- Principles and practices of municipal accounting, budgeting, and financial record keeping
- Knowledge and implementation of GAAP, auditing, internal controls, and reporting requirements
- Ability to interpret Federal and State regulations that govern financial management of Special Districts
- Basic computer skills
- Use of basic office equipment
- Use of standard computer software for accounting and word processing
- Auditing techniques, principles, and practices
- Budget preparation and control procedures, and
- Principles and practices of supervision
- Other duties as necessary and/or directed

Special abilities:

- Communicate effectively, both orally and in writing, with those contacted in the course of work, including but not limited to the ability to use tact/diplomacy and establish/maintain cooperative working relationships
- Understand and accurately carry out written and oral instructions
- Take coaching, instruction and feedback with a cooperative and positive attitude
- Work in a standard office environment.

EDUCATION/EXPERIENCE REQUIREMENTS

A Bachelor's Degree from an accredited four-year college or with major course work in Accounting, Finance, or a closely related field; **AND**, seven (7) years of increasingly responsible Accounting experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid California Class C driver's license at the time of application and maintain a valid license throughout employment.

Possession of a California CPA or Advanced Degree is highly desired, but not required.

PHYSICAL AND LEADERSHIP REQUIREMENTS

- Sitting at desk and at meetings for long periods of time: 60 - 80% (Heavy PC use)
- Standing: 5-10%
- Walking: 5-10%
- Bending Stooping/ Lifting up to 35 pounds: 5-10%
- Both large and fine hand movements
- Interact with public
- Create reports, memos, presentations, maps, e-mails, and performance measures
- Analyze organized and unorganized data and make recommendations
- Manage employees toward specified goals and objectives
- Inspect paperwork (e.g. spreadsheets, reports, memos, authoritative literature)
- Operate passenger vehicles occasionally
- Be able to work in an office environment and maintain professional relationships
- Be capable of facilitating and leading small and large groups
- Be capable of demonstrating ethical and structured business practices
- Be capable of holding employees accountable
- Be capable of encouraging and coaching employees
- Be capable of making decisions that further the goals and objectives of the District
- Be proficient with time management and task allocation limits
- Dress in a professional manner consistent with executive standards
- Be available for all District Board meetings, and other functions as required
- Other requirements as necessary or directed