



## **Ross Valley Sanitary District Senior Accountant (Confidential)**

### **DEFINITION**

Under general supervision, this position performs professional and technical work of a confidential nature in the areas of payroll administration, general accounting, finance and budgeting activities, workers' compensation, and benefits administration. In addition, this position will have access and be privy to decisions of the General Manager, Assistant General Manager and/or the Finance and Administrative Services Manager that affect labor relations, including District decisions in the meet-and-confer process with recognized employee organizations. The incumbent may also provide oversight and management of one or more District programs or business processes in areas such as customer service, financial assistance, or employee benefits.

### **DISTINGUISHING CHARACTERISTICS**

The Senior Accountant is the advanced journey level in the Accountant class series. 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, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, which may include providing technical and functional supervision over assigned personnel. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from a higher-level supervisor or manager. May exercise technical and functional supervision over others.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Plan and prioritize a variety of analytical and technical tasks related to payroll administration, general accounting, finance and budgeting activities, human resources, and benefits administration.

- Process payroll, employment tax, retirement and other benefit payments; coordinate health, life and disability insurance enrollments and communicate with service providers concerning routine administration of programs.
- Prepare and maintain a variety of ledgers, reports, salary and other pay schedules; process accounts receivables/payables, requisitions and purchase orders, and other administrative, human resource and accounting processes and activities as needed.
- Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Participate in evaluating business activities, recommending improvements and modifications.
- Perform the most difficult work including analysis, interpretation, research and compilation of information for the revision and maintenance of the District's classification plan and allocation of positions and maintenance of allocation schedules and salary schedules.
- Design and implement recruitment materials and activities to obtain qualified candidates, including the creation of recruitment timelines, advertisement sources and selection process including application review, supplemental questionnaire development, and test administration; receive, research and respond to candidate appeals.
- Interpret and explain policies, procedures, and regulations to District staff and the public; respond to complaints and requests for information from employees, management, outside agencies and the public.
- Research and interpret MOU language, Personnel Rules and Regulations and labor law for managers, employees, employee organizations, and job applicants.
- Prepare a variety of administrative and technical reports and correspondence including Board of Director communications.
- Participate in and lead special projects; participate in the selection of consultants and vendors; review and approve the work of consultants and vendors.
- Participate in the posting, balancing and reconciliation of the general ledger and subsidiary accounts; review and post journal entries and reconcile related revenue; analyze and review accrued/deferred assets and liabilities.
- Prepare, analyze and review estimated revenues, reimbursements, expenditures, fund balances or other proprietary and budgetary accounts
- Conduct analytical studies of administrative and operational activities including human resource and fiscal operations, budget preparation and control, equipment usage, staffing patterns, workflow, space utilization, office automation, facilities, contract, and personnel management.
- Utilize a variety of systems including QuickBooks Enterprise, MS Office, SharePoint, and Adobe products to research and gather information, input and analyze data for a variety of sources and complete forms and reports.

- Research and assemble information; verify that information or data is complete, accurate, and consistent, and provide analyses for reports.
- Perform other duties as required.

## **REQUIREMENTS**

### **Knowledge**

- Principles and practices of technical and functional supervision.
- Advanced principles and practices of human resources administration and organization management.
- Practices, methods, and terminology used in financial and statistical record keeping.
- Principles of statistical research and analysis.
- Principles and practices of recruitment, selection, classification, salary and benefit administration, EEO and employee relations within a public agency.
- Principles, methods, terminology and practices of benefits administration, personnel record keeping, recruitment, and labor and employment policies.
- Principles and practices of governmental accounting, auditing, and financial reporting including generally accepted accounting principles, governmental accounting standards, board standards, and grant guidelines.
- Pertinent local, State and Federal laws, rules and regulations, as they relate to accounting, auditing, grants and human resources administration.
- Principles, methods, and best practice for project, contract, and records management.
- Standard and advanced business arithmetic as applied to accounting, fiscal operations and financial analysis.
- Advanced customer service principles and problem resolution techniques.
- Modern office practices and procedures, computer equipment and software applications.
- Principles and practices of customer service.
- Effective use of the English language, vocabulary, spelling, grammar, and punctuation; letter and report preparation.
- Use of standard office equipment and software to prepare document, correspondence, reports, schedules, data management, and information and records management.

### **Skills and Abilities**

- Organize, assign and review the work of staff engaged in a wide variety of human resources and accounting activities, ensuring compliance with District policies and procedures, local, state and federal laws and regulations.
- Collect, compile, analyze and summarize complex written and statistical information

and data.

- Prepare clear and concise technical and administrative reports.
- Examine and verify a wide variety of financial documents and reports.
- Research and compile technical and statistical information.
- Prepare, and maintain, financial and accounting records, maintain accurate calculations, interpret and analyze financial and statistical data.
- Monitor accounting activities relative to compliance with local, State, and Federal requirements and professional standards.
- Independently perform professional analytical work in support of human resources programs.
- Present information and respond to requests from staff, department managers, other government agency representatives, and the public.
- Capable of independent, critical thinking.
- Maintain confidentiality of a wide range of sensitive information.
- Communicate clearly and effectively in English, both orally and in writing.
- Read, understand, and interpret documents, job-related policies, and procedures.
- Proficiently use of office equipment, Microsoft Office software, QuickBooks Enterprise, and other information systems as required.
- Establish and maintain cooperative relations with those contacted during the course of work.
- Strong organizational skills with the ability to multi-task and prioritize effectively.
- Attention to detail, problem solving, and intermediate-level project coordination skills.
- Read and interpret documents and administer one or more small programs.
- Write reports, correspondence and procedures.
- Handle complicated, sensitive situations with tact, discretion, and good judgment.
- Conduct District business in a professional and diplomatic manner.
- Use initiative, independent judgment, tact, and discretion, particularly when dealing with the public, District staff, management, and members of the Board of Directors.

### **Interpersonal Skills**

- Collaborative problem identification and solution development.
- Communication that maintains productive working relationships and facilitates a useful exchange of information.
- Ability to diffuse situations of conflict with grace and demeanor.

### **MINIMUM QUALIFICATIONS**

*Ross Valley Sanitary District  
Senior Accountant  
Adopted by the Board on September 18, 2019*

### **Education, Training, and Experience**

Any combination of education and experience that provides the knowledge, skills, and abilities required for this position. A typical way of obtaining the required qualifications is to possess the equivalent of:

- Bachelor's Degree from an accredited four-year college or university with major coursework in Business Administration, Public Administration, Human Resources, Accounting, Finance or related field.
- Three years of increasingly responsible experience in the areas of payroll administration, accounting, finance and budgeting, human resources, and benefits administration similar to Accountant II.
- Experience working in public agencies is desirable.

### **Licensing, Certification, and Registration**

- Must possess a valid California Driver's License Class "C", have a satisfactory driving record, and continue to meet District's insurance company's driving standards.

Failure to maintain these standards may result in loss of employment.

### **PHYSICAL WORKING 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.

Positions in this class typically require:

Prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a keyboard.

Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer keyboard to enter and retrieve data. Acute hearing is required when providing telephone and personal service. Ability to lift, drag, and push files, paper, and documents weighing up to 25 pounds is required.

The noise level in the work environment is quiet to moderate. Position may require overtime work on an as-needed basis.

**Pre-employment Requirements**

A pre-employment drug test and physical examination are required.

FLSA Status:	Exempt
Employment Status:	Unrepresented, Confidential
Approved by:	Ross Valley Sanitary District Board of Directors
Date:	September 18, 2019