

Beaver Water District

Job Description

Job Title: Accountant

Exempt: (Y/N): Yes
Date: September 2023

Department: Administration
Reports To: Payroll and Accounts Administrator

SUMMARY

The accountant position will assist with accounts payable, financial accounting operations and budgetary functions. Performs cost accounting functions; assists with financial reporting; maintains records of and reconciles year end balances of property, plant and equipment. Reviews and records asset additions and retirement; acts as a Controller when designated. Will serve as a back up for various accounting functions, such as payroll, accounts receivable, and all purchase orders. The nature of many of these responsibilities is such that the accountant must be able to always maintain strict confidentiality and may not discuss accounts, payroll, benefits, or board-related information except on a need-to-know basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(include but are not limited to the following:)*

- Prepares and processes Accounts Payable.
- Maintains fixed asset records, to include asset costs, depreciation expenses and retirement of assets sold or abandoned.
- Liaison between Engineering and Finance on capital projects; areas to include timelines and funding requirements; reconciles asset management program totals to financial accounting records.
- Assists in financial planning of annual operating and capital budget process.
- Analyzes and reports capital project expenditures.
- Analyzes costs for capital projects.
- Assists with construction transfers and maintain revenue bond construction records.
- Assists CFO with annual audit preparation.
- Assists CFO with accounting for investments, maturities, and interest earned.
- Assists with implementation and development of financial programs and procedures.
- Follows established work procedures and practices.
- Operates as back up for payroll accounts payable.
- Performs other duties as assigned.

SECONDARY DUTIES AND RESPONSIBILITIES *(include but are not limited to the following:)*

- Serves as backup to the Payroll and Accounts Administrator.
- May be required to prepare quarterly and annual reports.
- Maintain an appropriate filing system to ensure confidentiality protection, and future reference/access of all accounting documents and reports. Maintains files for investments, insurance, bonds, audits, financial statements, budgets, accounting ledgers, city billing, credit cards, vehicles, fixed assets, scholarship records and grants.
- Prepares correspondence and other materials of a general, technical, or statistical nature from dictation, rough drafts, or proceedings of meetings; composes correspondence and reports for signature; proofreads materials for accuracy and content.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The minimum qualifications required to perform the essential duties and responsibilities are listed below. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION:

- B.S. in Accounting, Finance, Business Administration or the equivalent combination of education and experience is required.

EXPERIENCE:

- Accounts Payable/Asset Accounting experience is required.

OTHER REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong working knowledge of governmental/municipal entities or quasi-governmental entities is preferred.
- Knowledge of modern principles and practices of governmental and public fund accounting.
- A comprehensive understanding of basic bookkeeping principles and preparation of financial statements is required.
- Ability to analyze and interpret complex documents.
- Ability to schedule projects, prepare clear concise reports by project deadlines.
- Proficiency with personal computers and software applications, computerized accounting, and Microsoft Office Suite tools (Word, Excel, Outlook, PowerPoint, and Access) is required.
- The ability to operate various office machines including copier/scanner/fax machines to reproduce documents and/or convert and store in digital format.
- Superior verbal and written communication skills are required. Must be able to set priorities, meet deadlines and manage multiple tasks and responsibilities. The ability to read, analyze, and interpret various types of business-related materials is required.
- The ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages is required as well as proficiency with the tools normally used to perform these functions.
- Organized and attention to detail with the ability to identify problems, collect data, establish facts and draw reasonable conclusions.

CERTIFICATES, LICENSES AND REGISTRATIONS:

- Certified Public Accountant is preferred.
- Valid Driver's License
- Valid automobile insurance
- Must be able to successfully pass a pre-employment drug screen, and criminal background assessment.

PHYSICAL DEMANDS

The physical demands described in the attachment to this job description entitled "Physical Demands of the Accountant Essential Job Functions" are those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

MENTAL DEMANDS

Must be able to manage tasks and priorities, and complete job duties proficiently while adapting to changing demands and priorities. The employee must be able to work in a constant state of alertness and concentrate for long periods of time.

SAFETY SENSITIVE

This position is designated as a safety sensitive position because it requires working with highly sensitive and confidential Company and customer information. Performing this job in a discreet and professional manner requires alertness at all times. Any lapse in attention could have a significant financial impact on the Company and its customers.

WORK ENVIRONMENT

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

Most of the work required by this position is performed in the normal, indoor office environment. While performing the duties of this position the accountant may occasionally be exposed to outdoor weather conditions while running errands for office supplies, Board meeting supplies and walking between District facilities.

The noise level in the work environment is usually moderate.