

Water Authority Position Description

ACCOUNTANT

Status	Position Code	Level	Date
APPROVED	ACCT	P25	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

PROVIDE PROFESSIONAL LEVEL ACCOUNTING SUPPORT FOR THE WATER AUTHORITY'S GENERAL LEDGER, PAYROLL AND OTHER FINANCIAL SYSTEMS. ANALYZE AND REVIEW FINANCIAL TRANSACTIONS FOR THE PREPARATION OF THE WATER AUTHORITY'S COMPREHENSIVE ANNUAL FINANCIAL REPORT. PERFORM COMPLEX FINANCIAL ANALYSIS FOR VARIOUS PROGRAMS.

MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH MAJOR COURSE WORK IN ACCOUNTING, FINANCE, BUSINESS ADMINISTRATION OR A RELATED FIELD, PLUS THREE (3) YEARS OF ACCOUNTING EXPERIENCE TO INCLUDE ONE (1) YEAR DIRECT SUPERVISORY OR TECHNICAL LEAD EXPERIENCE IN AN ADMINISTRATIVE CAPACITY.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP) WITHIN SIX (6) MONTHS SOME POSITIONS MAY REQUIRE CRIMINAL BACKGROUND CHECK POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE

SUPERVISION RECEIVED/EXERCISED

EIVE DIRECTION FROM HIGHER-LEVEL SUPERVISORY OR MANAGEMENT STAFF.

EXERCISE SUPERVISION OVER SUPPORT STAFF.

ESSENTIAL FUNCTIONS

1. PERFORM PROFESSIONAL ACCOUNTING ACTIVITIES IN COMPLIANCE WITH APPLICABLE STANDARDS AND SPECIFICATIONS INCLUDING RECONCILIATION OF GENERAL LEDGER, PAYROLL, OR OTHER FINANCIAL RECORDS, FINANCIAL REPORTING AND RECORD KEEPING. REVIEW AND ANALYZE VARIOUS RECORDS AND REPORTS. RESPOND TO INQUIRIES OR COMPLAINTS.
2. PARTICIPATE IN THE PREPARATION OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORT. PREPARE AND COMBINE APPROPRIATE FINANCIAL STATEMENTS AND SCHEDULES INCLUDING BALANCE SHEETS AND STATEMENTS OF REVENUE AND EXPENDITURES.
3. REPORT AND RESOLVE ALL QUESTIONS AND ISSUES RAISED BY THE OUTSIDE INDEPENDENT AUDITOR DURING THE ANNUAL AUDIT OF THE COMPREHENSIVE FINANCIAL REPORT.
4. POST DATA TO VARIOUS LEDGERS, REGISTERS, JOURNALS AND LOGS ACCORDING TO ESTABLISHED ACCOUNTING TECHNIQUES AND PROCEDURES. PREPARE JOURNAL VOUCHERS THAT AFFECT CASH, EXPENSES AND GENERAL LEDGERS.
5. MAINTAIN A VARIETY OF ACCOUNTS AND GENERAL LEDGERS. PREPARE MONTHLY FISCAL REPORTS AND SPECIAL REPORTS RELATING TO THE PROGRESS OF ASSIGNED FUNDS.
6. PREPARE FINANCIAL REPORTS FOR VARIOUS WATER AUTHORITY DIVISIONS INCLUDING STATISTICAL FINANCIAL REPORTS. ENTER UPDATED INFORMATION INTO THE DATA BASE AND MAINTAIN ACCURATE FINANCIAL RECORDS. PREPARE FINANCIAL REPORTS FROM DATA FILES.
7. MAINTAIN, RECONCILE AND AUDIT A VARIETY OF LEDGERS, REPORTS, AND ACCOUNT RECORDS. EXAMINE AND CORRECT ACCOUNTING TRANSACTIONS TO ENSURE ACCURACY.
8. PREPARE FINANCIAL STATUS REPORTS FOR ALL OPERATING FUND PROGRAMS AND ASSIGNED GRANTS USING BUDGET EXPENDITURES, BALANCE, PROJECTIONS AND RELEVANT FINANCIAL INFORMATION.
9. RESEARCH, ANALYZE, IDENTIFY AND MONITOR PROBLEMS RELATED TO GENERAL LEDGER, ACCOUNTS PAYABLE, PAYROLL, FIXED ASSET, OR OTHER FINANCIAL FUNCTIONS.
10. PARTICIPATE IN THE INTERVIEW/SELECTION PROCESS. TRAIN, MOTIVATE AND EVALUATE ASSIGNED STAFF. PROVIDE OR COORDINATE TRAINING. WORK WITH EMPLOYEES TO CORRECT DEFICIENCIES. IMPLEMENT DISCIPLINE AS NEEDED.
11. MONITOR AND BALANCE VARIOUS ACCOUNTS VERIFYING AVAILABILITY OF FUNDS AND CLASSIFICATION OF EXPENDITURES. RESEARCH AND ANALYZE TRANSACTIONS TO RESOLVE PROBLEMS.

12. PROVIDE FISCAL MONITORING AND TECHNICAL ASSISTANCE TO SUBCONTRACTED AGENCIES TO ENSURE COMPLIANCE WITH CONTRACT AND REGULATORY REQUIREMENTS.

13. SERVE AS LIAISON FOR WATER AUTHORITY DIVISIONS. ATTEND AND PARTICIPATE IN A VARIETY OF GROUP MEETINGS AND SEMINARS.

14. RECEIVE, SORT AND PREPARE CHECKS FOR VERIFICATION. DISTRIBUTE TO APPROPRIATE DIVISION FOR APPROVAL. VOID CHECKS WITH CONFIRMED ERRORS.

15. PERFORM ALL DUTIES RELATED TO REIMBURSEMENT FOR EMPLOYEE TRAVEL. VERIFY AND SIGN FOR AIRLINE TICKETS. RELEASE ITINERARY TO TRAVEL LIAISON.

SUPPLEMENTAL FUNCTIONS

1. RECOMMEND CHANGES IN POLICIES AND PROCEDURES FOR MORE UNIFORM RECORDING OF INFORMATION.

2. MAINTAIN OFFICE INVENTORY AND ORDER SUPPLIES AS NEEDED.

3. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED SKILL/ABILITY

ADVANCED PRINCIPLES AND PRACTICES OF FISCAL RECORD-KEEPING AND REPORTING
 ADVANCED PRINCIPLES AND TECHNIQUES OF ACCOUNTING
 ADVANCED PRINCIPLES OF BUSINESS MATHEMATICS
 PRINCIPLES AND PRACTICES OF GOVERNMENTAL ACCOUNTING
 GENERALLY ACCEPTED ACCOUNTING PRINCIPLES
 BASIC PRINCIPLES OF CONTRACT COMPLIANCE MONITORING
 MODERN OFFICE METHODS, PROCEDURES AND COMPUTER EQUIPMENT
 PRINCIPLES AND PROCEDURES OF FINANCIAL RECORD-KEEPING AND REPORTING
 PRINCIPLES AND PROCEDURES RELATED TO BUDGETARY PREPARATION, CONTROLS AND DEVELOPMENT
 METHODS AND TECHNIQUES OF FINANCIAL ANALYSIS
 PRINCIPLES AND PROCEDURES RELATED TO FIXED-ASSET MANAGEMENT
 METHODS AND TECHNIQUES OF RESEARCH, ANALYSIS AND REPORT PREPARATION
 PRINCIPLES OF SUPERVISION, TRAINING AND PERFORMANCE EVALUATION
 PRINCIPLES OF PAYROLL PROCESSING, ACCOUNTING, AND REGULATORY REPORTING

PREFERRED SKILL/ABILITY

MAINTAIN A VARIETY OF FINANCIAL RECORDS AND FILES
 ACCURATELY TABULATE, RECORD, AND BALANCE ASSIGNED TRANSACTIONS
 MONITOR AND ANALYZE BUDGET EXPENDITURES
 OPERATE A VARIETY OF COMPUTERIZED EQUIPMENT INCLUDING VARIOUS SOFTWARE AND MAINFRAME PROGRAMS
 INDEPENDENTLY PERFORM THE FULL RANGE OF PROFESSIONAL ACCOUNTING FUNCTIONS
 WORK INDEPENDENTLY IN THE ABSENCE OF SUPERVISION
 UNDERSTAND AND FOLLOW ORAL AND WRITTEN INSTRUCTIONS
 PREPARE ADMINISTRATIVE AND FINANCIAL REPORTS
 COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
 ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK

WORKING CONDITIONS

OFFICE ENVIRONMENT; EXPOSURE TO COMPUTER SCREENS

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: SITTING FOR PROLONGED PERIODS.

MAINTAIN EFFECTIVE AUDIO/VISUAL DISCRIMINATION AND PERCEPTION TO THE DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES.