

Finance and Accounting Specialist

Onsite Full Time:

Lakeside Water District
10375 Vine Street
Lakeside, CA 92040

Application Close Date; September 27, 2024

Send Resume to BrettS@LakesideWater.org

SALARY START

\$7,000 per month

First Year Quarter Increase Schedule then Annual
Salary Schedule Range \$7,000 to \$10,000

DEFINITION:

Under direction of the General Manager; Responsible for all areas relating to financial reporting, including accounts payable responsibilities. Will also implement accounting principles, practices, and procedures to ensure accurate and timely financial statements; Plans, organizes, analyzes and completes tasks in a timely and accurate manner; Addresses tight deadlines and a multitude of accounting activities including general ledger preparation, year-end audit preparation, and support of budget activities; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a direct responsibility level classification in Administrative Finance and Accounting, with the responsibility for organizing, monitoring, evaluating and reporting overall financial standing and results to the General Manager and for interpretation by the Board of Directors and various State of California agencies. Develop and assist in budget development. Duties may include performing the most difficult and complex tasks assigned to the District's finance responsibilities.

Maintains current knowledge of all practices, policies and accounting pronouncements related to the district's activities obtains data and prepares special schedules and spreadsheets; conducts special studies as required.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Controls, plans, organizes, assists, and works with customer service representatives to track customer billings, payments and credits.
- Organizes and coordinates daily accounting functions for accounts receivable, accounts payable, and payroll functions. Participates in developing, implementing and evaluating plans, work processes, systems, procedures, and internal controls to achieve annual goals, objectives and work standards.
- Obtains and maintains a thorough understanding of the financial reporting and general ledger structure through day-to-day monitoring and works with staff to ensure a high-performance, work environment to timely achieve the District's mission, strategic plan, objectives and values.
- Reconciles detailed accounts receivable, accounts payable, payroll, bank, and investment records with the general ledger. Ensures accurate and timely reporting of all monthly financial information and year-end close.
- Provides support with budget and forecasting activities and assists in the establishment and enforcement of proper accounting methods, policies, principles, and internal control.

- Manages District's financial accounting systems. Plans and organizes the annual financial audit process; preparation of audit work papers; preparation of the Comprehensive Annual Financial Report.
- Maintains knowledge of the application of current and proposed Government Accounting Standards.
- Monitors and analyzes department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy; establish performance requirements and personal development targets, and provide coaching for performance improvement and development.
- Works closely with the General Manager, external auditors and other staff on the completion of departmental responsibilities.
- Works closely with consultants and vendors in the operation and management of the District's billing and purchasing systems.
- Researches information and adjusts financial and statistical information; maintains and reconciles related subsidiary accounts and prepares bank and investment account reconciliations.
- Performs special analytical studies as directed by the General Manager.

TYPICAL PHYSICAL ACTIVITIES

- May occasionally travel by automobile in conducting District business.
- Sits at a desk for extended periods of time.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Communicates orally with District management, co-workers, and the public in face-to-face, one-on-one settings.
- Works in an office environment and able to carry, push, pull, reach, and lift supplies weighing up to 15 lbs.
- Regularly uses a telephone for communication.
- Uses office equipment such as computers, copiers, and FAX machines.
- May require occasional stooping, twisting, reaching, bending, kneeling, walking, and climbing stairs.
- Hearing and vision within normal ranges with or without correction.

EMPLOYMENT STANDARDS KNOWLEDGE OF:

- Purposes, methods, practices, and principles of District financial and statistical record keeping work.
- Principles and practices embodied in the Governmental Accounting Standards Board and the Financial Accounting Standards Board.
- Basic knowledge of laws and statutes controlling payroll functions and maintenance of District financial records and statements.
- Purposes and practices of audits and auditing procedures.
- Knowledge of internal control practices and procedures.
- Management and cost accounting practices.
- Computerized management information, billing, purchasing, and fiscal systems.
- Principles of work direction, coordination, and training.
- Rules and regulations required to work safely and efficiently.
- District policies, procedures, rules, and regulations.
- Principles of supervision, training, and work evaluation.

ABILITY TO:

- Perform a variety of the most difficult and complex financial record keeping and fiscal support work.
- Provide training and guidance for other accounting staff.
- Maintain journals and ledgers.
- Make arithmetical calculations quickly and accurately.
- Assist with preparation of a variety of financial reports and statements.
- Skillfully use computerized financial record keeping and management information systems and software.
- Issue, receive, and comprehend oral and written communications.
- Communicate diplomatically and knowledgeably with customers, vendors, and District personnel.
- Prepare and organize a variety of information.

- Effectively maintain good relations during public contacts.
- Establish and maintain cooperative working relationships.
- Drive a vehicle safely.

DESIRABLE EDUCATION AND EXPERIENCE

Any combination of education and experience, which would likely provide the necessary knowledge and abilities, is qualifying.

A typical way to obtain the knowledge and abilities would be:

- Minimum 5 years' experience in computerized accounting with exposure to accounts payable, accounts receivable and.
- Experience in local government accounting and audits, with some knowledge of cost accounting highly desirable. Accounting, Public Administration or Business Management degrees desired. Must have strong verbal and written communication skills.

SPECIAL REQUIREMENTS

- Ability to pass a pre-employment physical. Including drug and alcohol screening.
- Valid California Driver's License – Class "C". Must maintain an acceptable driving record as determined by the District's insurance carrier.
- Reliable telephone in service at all times.
- Reliable personal transportation.

OVERTIME ASSIGNMENTS

The purveyance of water is a vital service to the community and as such requires the availability of District personnel at all times. Consequently, Accounting employees, including the Finance and Accounting Specialist, will be required to respond to emergency calls, accept periodic overtime assignments, and perform any and all other duties deemed necessary by the District. Lacking a bona fide excuse satisfactory to the District, a failure to report when called could result in termination.

BENEFIT SUMMARY

- **Health Insurance** – Either Kaiser HMO or Anthem Blue Cross PPO at no cost to the employee and his/her dependents. There is a 30 day enrollment waiting period.
- **Dental Insurance** – through Delta Dental at no cost to the employee and his/her dependents
- **Group Life Insurance** – Equal to annual salary with a maximum of \$50,000
- **Short and Long Term Disability Plans** – See Administrative Code
- **Sick Leave** – 80 hours per year accumulated on a pro-rata basis of 0.03846 hours for each hour worked and then 80 hours on each January 1.
- **Vacation** – See Administrative Code – one week earned upon the first year anniversary. And two weeks after two years.
- **Holidays** – 12 days per year, three days of which are optional floating holidays that are extended on January 1, of each year.
- **Retirement** – CalPERS, 457 Deferred Compensation Program, Social Security
 - CalPERS – The plan is a 1.5% at 65 formula. The employee contribution is approximately 4% currently. More information is available upon request.
 - 457 Plan – Before tax employee contribution with a District match of up to 6%.
 - Social Security – Currently 6.2% will be deducted from employee's paychecks per Federal Social Security Law.