



TAHOE CITY PUBLIC UTILITY DISTRICT Job Description

Job Title:	Senior Accountant
Department:	Administrative Services
Supervised By:	Chief Financial Officer
FLSA Status:	Exempt
Revised as of:	January 2016

JOB SUMMARY

To plan, direct, and supervise accounts payable, accounts receivable, utility billing, and payroll; to perform professional accounting duties in the design and maintenance of complex financial records and systems to support one or more District departments, special funds, or programs; and to provide professional technical support to the Chief Financial Officer.

DISTINGUISHING CHARACTERISTICS

The Senior Accountant is the advanced journey level professional classification in the Accountant series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned including direct supervision of staff performing accounts payable, accounts receivable, utility billing, and payroll functions.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief Financial Officer.

Provide direct supervision over professional, technical and clerical support positions.

ESSENTIAL FUNCTIONS

- Plan, direct, and supervise accounts payable, accounts receivable, utility billing and payroll functions.
- Provide accounting and financial support services for the District's most complex budget and reporting systems.
- Create new and reviews established financial systems, processes and procedures.
- Research, compile and analyze data for development of utility rate structures.
- Participate in the preparation of the annual budget.
- Review operating department expense distributions and approvals.
- Maintain subsidiary accounts receivable system and collections.
- Implement and maintain fixed asset control records.
- Assist in the preparation of documented procedures for the operating and administrative department for recording financial information.

- Maintains and updates financial system application and remains current on developing technology in this field, including hardware and software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Principles and practices of general accounting, cost accounting, internal control mechanisms, fixed asset accounting and budgeting.
- Principles of public administration including program planning and evaluation.
- Laws, rules and regulations that apply to local government fiscal operations.
- Automated financial information systems and data processing accounting systems and applications.
- Modern office practices, methods, and computer equipment.
- Safe work practices.
- Principles and practices of customer service.

2. Ability to:

- Review, understand and apply complex laws, regulations, policies and procedures.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.
- Explain complex technical concepts and information.
- Analyze financial information and draw logical conclusions.
- Operate and use modern office equipment including computers and applicable software.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

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:

Education: Equivalent to a Bachelor's degree from an accredited college or university in accounting or a related field.


Experience: Two (2) years of progressively responsible accounting or financial experience comparable to that of an Accountant II with the District, preferably with a public or utility organization.

2. Certification & Licensing Requirements:

- Possession of appropriate and valid driver's license and driving record that complies with District policy.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and conditions. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

Reviewed by: 

Date: 01/15/2015

Classified by: 

Date: 01/15/2015

Approved by: 

Date: 01/15/2015