



TAHOE CITY PUBLIC UTILITY DISTRICT Job Description

Job Title: Accountant II
Department: Administrative Services
Supervised By: Accounting Manager
FLSA Status: Exempt
Revised as of: January 2025

JOB SUMMARY

To perform a variety of professional accounting duties related to the preparation of financial statements, review of fiscal records, and monitoring of financial transactions in accordance with prescribed accounting systems and generally accepted principles of accounting and auditing.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Accounting Manager.

May exercise technical and functional supervision over technical and support staff as appropriate.

ESSENTIAL FUNCTIONS

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Perform all aspects of general accounting work as directed.
- Assist in the implementation and modification of accounting procedures and systems.
- Assist in preparation of the annual budget.
- Assist with the annual audit.
- Prepare and complete the month- and year-end close process.
- Prepare account reconciliations.
- Prepare data for the development of utility rate structures.
- Review operating department invoices for proper expense distributions and approvals.
- Perform grant administration, including preparation and reconciliation of reimbursement claims.
- Implement and maintain fixed asset control records.
- Operate a variety of automated office and computerized financial information systems.
- 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

- Prepare ad hoc reports as requested.
- Recommend or implement changes in accounting and auditing systems and procedures.
- May exercise technical and functional and supervisor over lower-level finance staff assigned.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Principles and practices of governmental accounting, auditing and financial reporting.
- Pertinent local, State and Federal laws, rules and regulations, especially as related to accounting, auditing and grants.
- Methods and techniques of effective technical report preparation and presentation.
- Principles of administration, supervision and program planning.
- Financial management information systems.
- Automated financial information systems and data processing accounting systems and applications.
- Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database and graphic presentation.
- Safe work practices.
- Principles and practices of customer service.

2. Ability to:

- Independently apply accounting principles to the maintenance and reporting of financial and accounting transactions and audit of financial records.
- 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 a 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.
- Effectively use automated office and computerized financial information systems.
- Monitor accounting activities relative to compliance with local, State and Federal requirements and professional standards.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- 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: Bachelor's degree from an accredited college or university in accounting or a related field.

Experience: Two (2) years of progressively responsible experience performing accounting functions comparable to that of an Accountant I with the District.

2. Certification & Licensing Requirements:

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

ENVIRONMENTAL CONDITIONS

Work is performed in a typical temperature-controlled office environment subject to typical office noise and conditions.

PHYSICAL JOB ANALYSIS

Daily Occurrence defined as: RARELY \leq one hour per day; OCCASIONALLY one to three hours per day; FREQUENTLY three to six hours per day; CONTINUOUSLY six to eight hours per day.

1. Gross Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Sitting	Continuously
Standing	Occasionally
Walking	Occasionally
Walking on uneven terrain	Rarely
Driving	Rarely
Hearing	Continuously
Speaking	Continuously
Seeing	Continuously

2. Job-Specific Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Bending at waist	Occasionally
Climbing (stairs/ladders/etc.)	N/A
Crawling	N/A
Crouching	Occasionally
Kneeling	Occasionally
Pushing (10 lbs.)	Occasionally
Pulling (10 lbs.)	Occasionally
Stooping	Occasionally
Working at heights	N/A
Working/Reaching above shoulder level	Occasionally
Working/Reaching below shoulder level	Occasionally

Working/Reaching at desk level

Continuously

3. Lifting

<u>Weight</u>	<u>Daily Occurrence</u>
1 to 10 lbs.	Frequently
11 to 25 lbs.	Occasionally
26 to 50 lbs.	Occasionally
51 to 75 lbs.	N/A
76 to 100 lbs.	N/A
Over 100 lbs.	N/A

4. Hand Coordination

<u>Activity</u>	<u>Daily Occurrence</u>
Hand	
Pulling	Occasionally
Pushing	Occasionally
Fine Manipulation	
Typing/Keyboard	Continuously
Calculator	Frequently
Writing	Continuously
Hand tools	Rarely
Equipment (nuts/bolts, etc.)	Rarely
Simple Grasping	
Files	Frequently
Computer mouse	Continuously
Phone receiver	Continuously
Power Grip	
Power tools	Rarely
Equipment (shovel, etc.)	Rarely
Arm	
Lateral	Frequently
Rotation	Occasionally

5. Height of Objects Reached/ Used

<u>Object</u>	<u>Height</u>
Filing cabinets	5 feet
Shelves/Storage	6" above head

6. Mental Requirements

<u>Activity</u>	<u>Daily Occurrence</u>
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Analyzing	Continuously
Identifying	Continuously
Interpreting	Continuously
Knowing	Continuously
Observing	Frequently
Problem Solving	Continuously
Remembering	Continuously
Understanding	Continuously
Explaining	Continuously

APPROVED BY:

Reviewed by: Andrew Sherrer _____ **Date: January 2025** _____

Classified by: Caty DeLone _____ **Date: January 2025** _____

Approved by: Ramona Cruz _____ **Date: January 2025** _____