



TAHOE CITY PUBLIC UTILITY DISTRICT Job Description

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

JOB SUMMARY

Responsible for managing and overseeing complex accounting functions to ensure accurate financial reporting and compliance and assist with the 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 Accounting Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Accounting Manager.

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

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.

- Provides direction to the organization and work of accounting technical and support staff including subsidiary ledgers and reconciliation.
- Provide accounting and financial support services for the District's most complex budget and reporting systems.
- Directs the monthly closing of the general ledger.
- Assist and lead accounting staff with the annual audit
- Create new and review established financial systems, processes and procedures.
- Assist with research, compile and analyze data for development of utility rate structures.
- Participate in the preparation of the annual budget.
- Review operating department invoices, expense distributions and approvals.
- Perform grant administration, including preparation and reconciliation of reimbursement claims
- 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.

- 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

- Assist with studies, analyze data, and prepare reports.
- Assist the Accounting Manager with staff.
- Prepare a variety of District reports and presentations as requested.
- Attend public and internal meetings.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Principles and practices of governmental accounting, auditing, financial reporting, cost accounting, internal control mechanisms, fixed asset accounting and budgeting.
- Governmental Accounting Standards Board (GASB) principles and other local government financial reporting requirements
- Pertinent local, State and Federal laws, rules and regulations, especially as related to accounting, auditing and grants.
- Grant management and reporting
- Automated financial information systems and data processing accounting systems and applications.
- Modern office practices, methods, and computer equipment, including relevant software applications.
- Safe work practices.
- Principles and practices of customer service.

2. Ability to:

- Effectively apply complex laws, regulations, policies and procedures.
- On a continuous basis, know and understand all aspects of the job; perform detailed financial analysis, reconcile accounts, prepare accurate financial reports; and identify and interpret technical and numerical information.
- Ensure compliance with Federal, State, and local laws, codes, and regulations related to governmental accounting, applying them to financial practices
- 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.
- Explain complex technical concepts and information.
- Analyze financial information and draw logical conclusions.
- Prioritize and exercise sound judgment within areas of responsibilities.

- 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.
- 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: Bachelor's degree from an accredited college or university in accounting or a related field or in possession of a Government Finance Officers Association (GFOA) Certified Public Finance Officer's certification.

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.

ENVIRONMENTAL CONDITIONS

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

Position requires working beyond normal business hours, attendance at evening meetings and/or weekend work, and the ability to travel.

PHYSICAL JOB ANALYSIS

Daily Occurrence defined as: RARELY ≤ 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>
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**